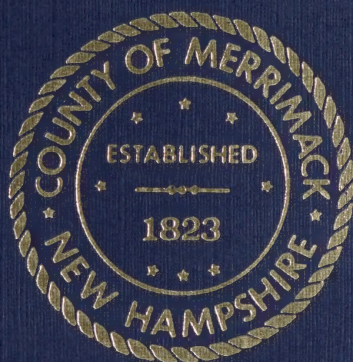


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MERRIMACK COUNTY



ANNUAL REPORT 1996

MERRIMACK COUNTY BOARD OF COMMISSIONERS:

(Pictured left to right) Larry J. Boucher, Stuart D. Trachy, and Kenneth L. McDonnell.



**MERRIMACK COUNTY
ANNUAL REPORT**

MERRIMACK COUNTY COMMISSIONERS

Stuart D. Trachy, Chairman, Franklin
Kenneth L. McDonnell, Vice Chairman, Concord
Larry J. Boucher, Clerk, Hooksett

January 1, 1996 - December 31, 1996



MERRIMACK COUNTY

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1996-1997 Oath of Elected Officials: (left to right)

Honorable Judge George L. Manias, Sheriff Chester L. Jordan, County Attorney Michael Th. Johnson, Commissioner Larry J. Boucher, Commissioner Kenneth L. McDonnell, Commissioner Stuart D. Trachy, Treasurer Charles T. Carroll, Register of Deeds Kathi L. Guay, Deputy Register of Deeds Judith M. Hamilton, Register of Probate Patricia A. Fraser, and Deputy Register of Probate Patricia A. Guiguere.

1996 ANNUAL REPORT

MERRIMACK COUNTY OFFICERS

*Elected Positions

COMMISSIONERS

- *Stuart D. Trachy, Chairman, Franklin
- *Kenneth L. McDonnell, Vice Chairman, Concord
- *Larry J. Boucher, Clerk, Hooksett

TREASURER

- *Charles T. Carroll, Concord

COUNTY ATTORNEY

- *Michael Th. Johnson, Canterbury

REGISTER OF DEEDS

- *Kathi L. Guay, Concord

REGISTER OF PROBATE

- *Patricia A. Fraser, Pittsfield

SHERIFF

- *Chester L. Jordan, Contoocook

COUNTY ADMINISTRATOR

Carol A. Bickert

HUMAN SERVICES DIRECTOR

Thomas W. Wentworth

JUDGE OF PROBATE

Honorable Richard A. Hampe

ACTING CHIEF MEDICAL EXAMINER

James Kaplan, M.D.

CLERK OF SUPERIOR COURT

William S. McGraw

1996 ANNUAL REPORT

MERRIMACK COUNTY DELEGATION MEMBERS NEW HAMPSHIRE HOUSE OF REPRESENTATIVES

District No. 1 Andover, Danbury, Hill, Salisbury,
Wilmot

William Leber (r)

Earl W. Chandler (r)

District No. 2 Newbury, New London, Sutton, Warner

Peter Crowell (r)

Alf Jacobson (r)

Avis Nichols (r)

District No. 3 Bradford, Henniker

Barbara C. French (d)

Bernard Lamach (r)

District No. 4 Boscawen

Kenneth Marshall (r)

District No. 5 Bow

Michael Whalley (r)

District No. 6 Hopkinton

Derek Owen (d/r)

District No. 7 Boscawen, Bow, Dunbarton, Hopkinton,
Webster

Eric Anderson (r)

Pat Krueger (r)

Stephen DeStefano (d)

District No. 8 Northfield

Gerard St. Cyr (d)

District No. 9 Canterbury, Loudon, Northfield,
Pittsfield

Roy Maxfield (r)

Stephen Adams (r)

Robert Lockwood (r)

David Larrabee (r)

District No. 10 Chichester, Epsom

Charles B. Yeaton (r)

Mary Ellen Brown (r)

District No. 11 Hooksett

David Hess (r)

Ray F. Langer (r)

Terry Pfaff (r)

District No. 12 Allentown, Pembroke

Gabriel Daneault (d)

Kathleen Colburn (r)

Thomas Colburn (r)

Gerard Lavoie (r)

District No. 13 Franklin

James Whittemore (r)

Martin Feuerstein (r)

Olive Morrill (r)

District No. 14 Concord - Ward 1

Carol Burney (d/r)

District No. 15 Concord - Ward 2

Jean Wallen (d/r)

District No. 16 Concord - Ward 3

Mary Stuart Gile (d)

District No. 17 Concord - Ward 4

Gloria Seldin (d)

District No. 18 Concord - Ward 5

Elizabeth Hager (r)

District No. 19 Concord - Ward 6

Carol Moore (d)

District No. 20 Concord - Ward 7

Toni Crosby (d)

District No. 21 Concord - Ward 8

Marilyn Fraser (d)

District No. 22 Concord - Ward 9

Katherine Rogers (d)

District No. 23 Concord - Ward 10

Tara Reardon (d)

District No. 24 Concord - Ward A-H

Elizabeth Hoadley (r)

Miriam Dunn (d)

Mary Jane Wallner (d)

1996 ANNUAL REPORT

Executive Committee Meeting, January 19, 1996

Chairman John F. Weeks called the meeting of the Executive Committee to order at 10:05 a.m.

Representatives Daneault, Holmes, Lamach, Langer, Nichols, Rogers, Shaw, Weeks, Whittemore and Willis were present.

In Representative Mary Holmes' absence, Representative Weeks appointed Representative Ray Langer as Acting Clerk.

Representative Weeks stated that the 4th Quarter Financial Report is the first item of business. Commissioner Trachy stated that the revenue figure for 1995 for Register of Deeds is in at \$704,000 which is over the budgeted amount.

Representative Rogers questioned the rise in the Corrections line item. Corrections Superintendent Carole Anderson stated that the increase in revenue is due to a new inmate telephone system.

Representative Whittemore noted that the recent article regarding the State Prison and Merrimack County has raised some questions with some communities. Representative Whittemore asked why Merrimack County charges less for prisoners than other Counties. Corrections Superintendent Carole Anderson explained that the agreement with the State of New Hampshire is that the State take Merrimack County female inmates. Commissioner Trachy informed the Committee that Merrimack County receives 30% of all work release money paid out. Corrections Superintendent Carole Anderson explained the work release program is working well at this time.

Representative Lamach questioned the Flexible Fund line item, and what is included in that. Accountant Richard Zack stated this is money received from the State of New Hampshire for the Human Services Board and Care of Children account.

Representative Langer proposed that the composition of the quarterly report be revised. Representative Langer agreed to provide an example indicating what he would like to see in the future.

Representative Lamach asked if the schedule for eligibility of longevity pay is the same County-wide. Commissioner Trachy answered, "yes". Employees are eligible for longevity after 5 years, effective on December 1st.

NOTE: Representative Holmes joined the Executive Committee Meeting and resumed her duties as Clerk.

Representative Whittemore made a motion to accept the 4th Quarter Financial Report. Representative Daneault seconded the motion. Voice vote carried.

The Executive Committee proceeded with the review of the following budgets as presented by Representative Randy Shaw.

Delegation: Representative Whittemore questioned why the increase in the Per Diem line item, since the attendance at these meetings has been so poor. Commissioner Trachy responded that money needed to be transferred into this account in 1995 due to large legal bills.

Dental Insurance: \$2,470 (-\$130.00)

Social Security: \$11,850 (-\$850.00)

Outside Services: Representative Nichols wondered why this line item is more than 1995. Representative Shaw responded that \$1,000 is for the New Hampshire Art Association Contract and \$20,000 is for the parking lot expansion project.

Printing & Binding: Representative Nichols questioned the increase in this line item. County Administrator Carol Haessly noted that the increase represented the printing of the County Annual Report.

Recruiting: County Administrator Carol Haessly stated that this line item has increased by \$1,000 due to the amount of advertisements done County-wide.

Travel: An in-depth discussion followed regarding the issue of out of state travel.

Conference & Education: \$2,000 (-\$1,000.00)

New Equipment: \$ 2,388 (-\$500.00)

Representative Shaw made a motion to accept the Administration Budget of \$357,220. Seconded by Representative Willis. In a show of hands of 5 to 3 vote carried.

Courthouse Maintenance: Representative Shaw recommended no changes. The Committee accepted the Board of Commissioners' Recommendation.

Representative Rogers wanted to know why \$15,000 for Special Projects was requested but only \$5,000 recommended. Representative Lamach stated that this refers to the parking lot project.

Representative Nichols questioned the Special Projects line item and what it represented. County Administrator Carol Haessly responded that this is for a key card security system for the Administration Building.

Representative Shaw recommended the following line item changes for the Treasurers' Department:

Outside Services: \$ 6,000 (-\$500.00)

Conference & Education: \$2,000 (-\$1,350.00)

TAN's Interest: \$392,222 (\$-42,262.00)

1996 total for the Treasurers' Department is \$476,832.

Miscellaneous: \$60,000 represents Salary Increases for unclassified & classified employees.

Representative Holmes stated that for at least 14 years a salary increase has been given to the employees of Merrimack County.

Representative Willis made a motion to leave the \$60,000 as an indicator for the Executive Committee

to form a study committee. Seconded by Representative Langer. In a show of hands of 5 to 4, vote carried.

Commissioner McDonnell did add that a flat raise can be given instead of a percentage raise.

Representative Weeks addressed the Committee of a Cooperative Extension issue. One Cooperative Extension Employee as of March 31, 1996 will lose Health Insurance offered through NHMA. Representative Weeks would like to appoint a study committee to look at this problem.

Seeing there was no other business to come before the Executive Committee, Chairman Weeks adjourned the meeting at 12:25 p.m.

Respectfully submitted,
Mary Holmes, Clerk
Executive Committee
Merrimack County Delegation

Executive Committee Meeting, January 22, 1996

Chairman John F. Weeks called the meeting of the Executive Committee to order at 10:05 a.m.

Representatives Daneault, DeStefano, Holmes, Langer, Nichols, Rogers, Shaw, Weeks, Whittemore and Willis were present.

Representative Holmes presented the following budgets:

Register of Deeds:

Representative Weeks questioned the \$2,000 increase in the Retirement line item. Register of Deeds Kathi Guay stated those figures are supplied by the Treasurers' Department.

Representative Holmes did point out to the Committee that the Register of Deeds budget was in agreement with the Board of Commissioners' Recommendations.

Representative Nichols wanted to know what was included in the Travel, Conference, Education line item. Register of Deeds Kathi Guay responded that this line item included the National Association of County Conference, Annual NHAC Conference and seminars relative to the Deeds Office. Register of Deeds Kathi Guay also noted, mileage is included in this figure as well.

Representative Nichols asked what the dollar amount was for attending the out-of-state conference. Register of Deeds Kathi Guay stated the cost is \$1,000.

Representative Nichols wanted to know what the Register receives from attending the National Association of Counties Conference.

Register of Deeds Kathi Guay stated she has retained a great deal of information that she has instituted within her office. For example, preserving & reproducing documents, the Surcharge Account and other pertinent information. Representative Nichols then asked if the Register could receive this information in a detailed report. Register of Deeds Kathi Guay responded if your not a member of the Association of Counties you would not receive any mailings.

Register of Deeds Kathi Guay stated last year she put in a request to have \$20,000 put under the New Equipment line item. The \$20,000 would act as a "buffer" to pay the lease payments for the first four or five months of the year which will come out of the Surcharge Account. The Surcharge Account will pay for the balance of these lease payments. Discussion followed.

Representative Langer stated that the final expended amount is not over budgeted. Register of Deeds Kathi Guay noted due to good management, several projects were put on hold in order to bring this amount down.

Representative Nichols expressed she is having a problem with the numbers coming out even. County Administrator Carol Haessly requested the

Committee to refer to the 4th Quarter Financial Report for an explanation.

Representative Shaw stated that according to the Register of Deeds' salaries, raises were more than requested. Register of Deeds Kathi Guay responded that due to step increases and merit raises on the employees anniversary date, the numbers would be higher. Discussion followed.

Representative Shaw asked if some of these seminars were available through the New Hampshire Association of Counties. Register of Deeds stated "no", the seminars are given at the national convention. Representative Shaw further asked if she receives credits for attending the conferences. Register of Deeds Kathi Guay stated "yes".

Representative Holmes questioned whether or not the Register of Deeds could allocate money for this conference elsewhere in her budget if the line item Travel, Conference, Education did not exist. Register of Deeds Kathi Guay stated she could not find the money elsewhere.

Representative Weeks stated that the Committee needed to look at the Registers' Revenue Account. Representative Weeks pointed out the 1996 budgeted amount is lower than 1995.

Representative Langer made a motion to accept the Register of Deeds Budget of \$515,880. Seconded by Representative Nichols. Voice vote carried.

Human Services

Personnel: Representative Holmes explained that the Personnel line item has increased due to a new position created for a part-time Juvenile Diversion Assistant in the city of Franklin. Human Services Director Tom Wentworth added that this position is funded by grant money.

Outside Services: Representative Holmes also explained that there was an increase in the Outside Services line item. Human Services Director Tom Wentworth explained that he anticipated extra money for more education & training for his staff.

Old Age Assistance: Representative Holmes stated this line item has increased. On an average there are 165 people being covered at this time.

Board & Care of Children: Representative Whittemore asked why this line item has decreased. Representative Holmes explained that the court judges have been looking at these cases more seriously and a portion of these cases are paid for by Medicaid.

Human Services Director Tom Wentworth expressed that 75% of these costs are placements for these children. Also, the providers are billing directly to Medicaid and the County's share has decreased.

Aid To Disabled: Representative Holmes claimed these participants are recertified every year. Human Services Director Tom Wentworth stated that the \$565,000 budgeted is accurate.

Intermediate Nursing Care: Representative Holmes pointed out that the rates are frozen, the "Efficiency Incentive Bonus Program" is gone, and that \$345,000 was lost to the Merrimack County Nursing Home because of this.

Representative Whittemore spoke on House Bill 32 and the affect it has had on Merrimack County. Representative Whittemore further stated he would like the Delegation to take a stand on this issue.

Representative Whittemore feels that Merrimack County should not have to suffer the loss of the "Incentive Bonus Program" and made a motion that the Merrimack County Delegation encourage and support restoration of the "Efficiency Incentive Bonus Program" dollars to County operated nursing homes for fiscal year 1996. Seconded by Representative Willis. In a show of hands 5 to 4 vote carried.

Representative Nichols noted the Chairman of the Executive Committee should appoint a Study Committee to look into this.

Representative John F. Weeks appointed Representative Whittemore as Chairman, Representative

Willis, and Representative DeStefano in addition to Human Services Director Tom Wentworth and the Merrimack County Board of Commissioners for their input.

New Equipment: Representative Holmes explained that \$700.00 was cut from this line item.

Representative Rogers made a motion to accept the Human Services Budget of \$8,296,931. Seconded by Representative Daneault. Voice vote carried.

Grant Agencies: Representative Holmes stated that all Grant Agencies were level funded for the Budget Year 1996.

Representative Nichols asked if these agencies requested more money. Representative Holmes responded "yes", but the Committee felt level funding was in order.

Riverbend Central NH Community: Representative Holmes shared with the Executive Committee a handout that would explain the request for an increase in appropriations. Representative Holmes also shared with the Committee that Representative Mary Brown is opposed to this increase simply because some of the services that Riverbend provide are offered through other agencies County wide.

Representative Shaw made a motion to level fund Riverbend Central NH Community at \$52,500. Seconded by Representative DeStefano. Motion carried 5 to 4.

Cooperative Extension:

Representative Nichols noticed that postage for Cooperative Extension was high. Representative Holmes explained that due to their location everything has to be mailed, also the Extension generates an array of mailings.

Representative Nichols inquired about Cooperative Extensions' mileage. Representative Holmes responded Cooperative Extensions' employees receive \$.31 a mile.

Representative Holmes pointed out to the Committee that there are over 200 volunteers for the programs Cooperative Extension offer. Also, there has been no salary increases for the employees of Cooperative Extension since 1988.

Representative Whittemore made a motion to accept the Board of Commissioners' Recommendation of \$235,601. Seconded by Representative Daneault. Voice vote carried.

In other business, Representative Weeks informed the Committee he is working on putting a Study Committee together for the Cooperative Extension health insurance problem. Representative Weeks stated he would inform the members of this Committee.

Seeing there was no other business to come before the Executive Committee, Chairman Weeks adjourned the meeting at 12:25 p.m.

Respectfully submitted,
Mary Holmes, Clerk
Executive Committee
Merrimack County Delegation

Executive Committee Meeting January 26, 1996
--

Chairman John F. Weeks called the meeting of the Executive Committee to order at 10:05 a.m.

Representatives Daneault, Feuerstein, Holmes, Langer, Little, Nichols, Rogers, Shaw, Weeks, Whittemore, and Willis were present.

Representative Weeks reviewed Chairman John the revised Schedule of Meetings for the Executive Committee.

Representative Holmes presented the following budgets:

Sheriff: Representative Holmes explained the Personnel line item of \$718,009 which included 2 positions for Assault. Sheriff Chester Jordan stated, he was unaware that County Attorney Michael Th. Johnson budgeted for these positions as well. Sheriff

Chester Jordan further stated these positions were deleted from his budget.

Representative Holmes stated the Overtime line item had increased by \$4,000 for 1996.

Representative Nichols asked what the salary increases were for Sheriff Jordan's employees. Sheriff Jordan explained that a 3% raise was given plus any merit raises earned.

Representative Little asked if merit raises were standard for all County employees. Sheriff Jordan stated "yes", but the employees have to earn their merit increases.

Representative Whittemore thought when approving the budget salary increases were to be spread out throughout the year. Discussion followed.

Representative Rogers pointed out there would be a Study Committee to look in to this.

Representative Whittemore asked what the Fees to Paid State Officials consisted of. Sheriff Chester Jordan responded that this revenue is directly paid to the Register of Deeds for civil paperwork served for the Register of Deeds office.

Representative Whittemore pointed out that the Register of Deeds is not a State Official.

Representative Langer stated he would like to see this line item changed to read Fees Paid to Deeds Officials.

County Attorney Michael Th. Johnson appeared before the Executive Committee and stated he was involved in a complex trial and requested his budget be reviewed at the next Executive Committee Meeting. On behalf of the Committee, Representative Weeks excused Attorney Johnson from the meeting.

Representative Holmes reported that the Communications line item had increased by \$300.00 since 1995. Sheriff Chester Jordan explained this

included telephones and terminal fees paid to the state for dispatching.

Representative Willis questioned the Travel line item and wanted to know if this included any out-of-state traveling. Sheriff Chester Jordan stated that out of the \$10,000 budgeted only \$3,000 was for out-of-state traveling. Also, that 1/2 of out-of-state conferences are refundable through the National Sheriff Association. Sheriff Chester Jordan noted that a majority of the out-of-state traveling is retrieving prisoners and that the U.S. Marshall's office does assist in this process.

Representative Willis stated that the line item reads Travel & Extraditions. Representative Willis noted he would like to see this separated in the future.

Representative Nichols asked where these conferences are held. Sheriff Chester Jordan replied that one conference is in Portland, Oregon and the other being in Tampa, Florida. The Tampa conference is reimbursable. Representative Nichols further asked what the Sheriff received from attending these conferences. Sheriff Chester Jordan explained he receives pertinent information from the workshops along with any training material to be shared amongst his employees. Representative Nichols asked if the money received from these conferences is put back in the budget. Sheriff Jordan replied "yes", this would appear under Revenue.

Representative Nichols wanted to know if the Sheriff would receive any publications on these conferences if he did not attend. Sheriff Chester Jordan stated "no".

Representative Little noted if this training is cut from the budget Merrimack County would be at a loss.

Representative Nichols stated that in past meetings money had been deducted from the Travel line item and asked the Sheriff if he could find money elsewhere in his budget. Sheriff Chester Jordan explained that his budget had decreased considerably and feels \$10,000 for Travel & Extraditions is not out of line.

Representative Langer expressed that these conferences are beneficial for the information received along with the contacts made.

Representative Holmes stated that \$2,000 had been deducted from the Vehicle Maintenance line item and that the Sheriff had an eleven vehicle fleet.

Sheriff Chester Jordan shared that in 1995 this line item changed, Vehicle Fuel was included in the Vehicle Maintenance line item.

Representative Whittemore inquired on the ages and mileage for the fleet.

Sheriff Chester Jordan replied:

- 2 - 1988's - 115,000 and 128,000
- 1 - 1990 - 96,000
- 1 - 1991 - 98,000
- 2 - 1992's - 59,000 and 81,000
- 2 - 1993's - 50,000 and 51,000
- 3 - 1995's - 22,000 and 18,000 and 3,000

Representative Shaw feels the amount of money appropriated for vehicle maintenance is high.

Representative Rogers noted that the City of Concord has a much higher account.

Sheriff Chester Jordan explained the process used for scheduling maintenance for his fleet.

Representative Weeks commented that it would be helpful for the Executive Committee to have a listing of the total mileage driven for the year. Sheriff Chester Jordan added about 17,000 miles a year is driven per vehicle.

Representative Little did explain to the Committee the eight vehicles over 50,000 came out to be about \$250.00 a year for maintenance.

Sheriff Chester Jordan discussed that the Insurance line item had decreased considerably and questioned if he was receiving proper liability. County Administrator Carol Haessly stated that due to

change in carriers the Sheriff is receiving similar coverage but at a reduced rate.

Representative Holmes explained that \$5,000 was budgeted for two cruiser radios and that the Commissioners recommended only \$2,100 which would cover the cost of one radio.

Representative Holmes shared that the Sheriff had appropriated for two vans and one vehicle. Sheriff Chester Jordan explained that this was a "safety issue" and also shared that a normal maintenance program would require to rotate two vehicles each year.

Representative Willis asked for an estimated cost of two cruisers excluding a van. Sheriff Chester Jordan responded, two vehicles would be \$37,872.

Representative Feuerstein stated he would recommend one vehicle and one van.

Representative Shaw asked why the Commissioners recommended zero funding. Commissioner Trachy stated that over the past years they agreed the Sheriff could purchase one cruiser a year. Commissioner Trachy further stated that in December of 1995 the Sheriff informed the Commissioners of a good deal and was allowed a new cruiser, thus obtaining two new vehicles in 1995. The Board of Commissioners felt that one cruiser is sufficient per year.

Representative Langer made a motion for one van and one cruiser for a total of \$42,762. Seconded by Representative Willis. In a show of hand of 3 yes; 5 no, motion failed.

Representative Whittemore amended the motion to cover just one van. No second. Motion failed.

Representative Holmes pointed out that buying two equipped cruisers, the County would save \$1,000.

Representative Whittemore made a motion to purchase one van. No second. Motion failed.

Representative Willis asked what the cost would be for two cruisers leased. Sheriff Chester Jordan stated roughly \$14,000 each.

Representative Wills made a motion to lease two cruisers at \$14,000 each. No second. Motion failed.

Representative Nichols then made a motion to accept the Commissioners Recommendation of zero funding for vehicle replacement. Seconded by Representative Whittemore. In a show of hands 5 yes; 3 no, motion carried.

Representative Shaw made a motion to accept the Sheriffs Budget of \$967,724. Seconded by Representative Daneault. In a show of hands 5 yes; 2 no, motion carried.

Dispatch: Representative Shaw made a motion to accept the Dispatch Budget of \$250,595. Seconded by Representative Daneault.

Representative Nichols inquired on the Special Project line item and what it entailed. Sheriff Chester Jordan explained this was a loan from the County which is paid back at the vote of \$10,000 per year for capital improvement to the Dispatch System.

Representative Holmes shared that the Sheriff takes in close to a million dollars in Revenue.

Representative Holmes made a motion to accept Revenue at \$546,495. Seconded by Representative Langer. Voice vote carried.

Representative Langer presented the following budgets and noted his budgets were presented line by line, mostly by the Commissioners' Recommendation:

Corrections: Representative Langer shared with the Committee that the Inmates Medical Services line item has brought in \$4,000 to date.

Representative Nichols asked if the Corrections Facility supplied clothing for the inmates. Corrections Superintendent Carole Anderson stated "yes" the inmates wear County clothing.

Representative Langer referred to the Corrections Superintendent regarding the Inmate Room & Board line item. Corrections Superintendent Carole Anderson explained that her plan is to have a catering company provide service for the Corrections facility.

Representative Nichols asked if this is implemented when would it begin. Corrections Superintendent Carole Anderson responded, March or April of this year.

Commissioner McDonnell noted that Concord Hospital and the State Hospital have this arrangement also.

Corrections Superintendent Carole Anderson stated the Electricity bills have gone down since 1995 and the Water bills went up.

Representative Langer stated that the Travel line item consisted of all in-state traveling.

Corrections Superintendent Carole Anderson did point out to the Committee that her vehicles have over one hundred thousand miles and have been costly to repair.

Representative Shaw wanted to know if anyone was available to do the repairs. Corrections Superintendent Carole Anderson responded she was receiving help from a Diversion client that was very knowledgeable and helpful in the area but has since graduated.

Representative Langer reported that a new time clock and radio was purchased for the Corrections facility.

Representative Whittemore inquired about the status on the Bond for the Corrections facility. County Administrator Carol Haessly stated the Bond would be paid off in 1997.

Representative Langer made a motion to accept the Corrections Budget of \$2,814,512. Seconded by Representative Holmes. Voice vote carried.

Representative Shaw questioned the salary increase for the Department of Corrections. Corrections Superintendent Carole Anderson explained a 3% salary increase for 1995 was given to the employees.

Representative Nichols asked what was included in the Corrections Industry line item. Corrections Superintendent Carole Anderson stated that \$6,000 represented the sale from Cordwood, \$2,500 represented income from Gardens and \$17,500 represented the sale of hay.

Representative Nichols asked what Electronic Monitoring was. Corrections Superintendent Carole Anderson stated a Monitoring device is used for inmates that are incarcerated at home. Inmates are required to pay for this process which is \$7.00.

Representative Holmes asked how many were in the program at the present time. Corrections Superintendent Carole Anderson stated she does not have anyone now, but that the program was used twice last year for two handicapped individuals.

Representative Langer made a motion to accept Corrections Revenue at \$126,300. Seconded by Representative Holmes. Voice vote carried.

Adult Diversion: Representative Langer reported that due to a new position and the late arrival of the grant to fund this position the numbers would change in some line items and reflect in Revenue. They are as follows:

Personnel - now reads \$87,197 an increase of \$26,548.

Placement Services - now reads \$26,000 an increase of \$9,000.

Supplies - now reads \$6,000 an increase of \$3,000.

Travel - now reads \$2,925 an increase of \$1,425.

Facility Costs - now reads \$4,977 an increase of \$1,800.

Representative Shaw made a motion to accept the Adult Diversion Budget of \$149,532. Seconded by Representative Holmes. Voice vote carried.

Representative Langer noted the Committee would receive a reprint of the Adult Diversion Budget.

Representative Holmes made a motion to accept the Adult Diversion Revenue of \$128,775. Seconded by Representative Willis. Voice vote carried.

In other business, Representative Langer provided the Committee with a handout regarding the Merrimack County Attorney's salary ranges to be discussed at the next Executive Committee Meeting.

Seeing there was no other business to come before the Executive Committee, Chairman Weeks adjourned the meeting at 1:10 p.m.

Respectfully submitted,
Mary Holmes, Clerk
Executive Committee

Executive Committee Meeting February 5, 1996
--

Vice Chairman Randall Shaw called the meeting of the Executive Committee to order at 10:10 a.m.

Representatives Daneault, Morrill, Nichols, Rogers, Shaw, Whittemore and Willis were present.

Vice Chairman Randall Shaw noted that a quorum was not present and the Nursing Home and Residential Property budgets would only be recommendations.

In Representative Holmes' absence, Vice Chairman Randall Shaw appointed Jack Willis as acting clerk.

The Committee reviewed the Nursing Home budget with Subcommittee Chairman Avis Nichols as follows:

Administration: The Personnel line item was decreased by \$8,862. The Computer System Technician's salary was budgeted for the full year, and due to a recent change this position will now assist the Concord complex.

Total budgeted amount for Personnel: \$370,379

- **Employee Physicals:** No changes were made. It is required by all employees to receive a physical upon employment and five years after.

Representative Rogers asked what the mileage rate was. County Administrator Carol Haessly stated \$.29/mile for employees and \$.22/mile for Delegation.

- **Insurance:** Representative Whittemore asked if there was a liability policy that covers the Nursing Home. County Administrator Carol Haessly stated that Merrimack County has two policies, one specifically for the Nursing Home, and one which covers the balance of the County.
- **Administration Total: \$2,786,010**

Debt Service: No changes were made.

- **Debt Service Total: \$324,038**

Medical Director: Salary of the Medical Director be raised to \$72,100.

Representative Nichols explained that the dentist comes every other week, students from the vocational school come every week and that Dr. Jones assists the students if necessary.

Representative Shaw asked if the Nursing Home had a dental office. Nursing Home Administrator Tom Matzke responded, "yes".

- **Medical Director Total: \$110,600**

Purchasing: No changes were made.

- **Purchasing Total: \$44,560**

Dietary: Representative Rogers asked why the Board of Commissioners' recommended amount is less than the Department's Request. Representative Nichols explained the Food Service Supervisor is budgeted as a part-time position and is a full-time position.

- **Supplies:** Representative Nichols stated this line item was reduced by \$3,000 to read \$42,000.
- **Propane:** Representative Nichols stated this line item was reduced by \$500 to read \$2,600. Representative Nichols stated this deduction reflects the amount spent for propane in 1995.
- **Contract Services:** Representative Nichols explained this line item had increased since 1995 due to the dietitian that comes in four and a half days a week.
- **Equipment Repair:** Representative Nichols stated that this line item had increased due the age of equipment.
- **Dietary total:** \$1,598,028

Nursing: Representative Nichols explained that the Personnel line item had increased due to five (5) new employees that were added for the “Special Care Unit”. Representative Nichols also explained that the residents of this unit require more assistance.

- **Medical Pool:** No changes were made. Representative Nichols explained that the medical pool consisted of nurses that are on an “on-call” basis if a shift is short. Commissioner McDonnell asked Nursing Home Administrator Tom Matzke to share with the Executive Committee the hourly rate for the Medical Pool. Nursing Home Administrator responded \$32.00/hr.
- **Supplies:** Representative Nichols explained that this line reflects an increase of \$28,000. Representative Shaw asked why the increase was so large. Representative Nichols stated that the patients are sicker, thus requiring require the nursing home to have more supplies on hand. Representative Nichols also stated this line item covers quality assurance, infectious control, and any pharmacy charges.
- **Nursing Total:** \$5,214,088

Maintenance: No changes were made. Representative Nichols commented that the Maintenance Department has just completed new dining room tables.

- **Personnel:** No changes were made. Representative Nichols noted that overtime is down from 1995.
- **Building Repairs:** No changes were made. Representative Nichols explained that Merrimack County Nursing Home will soon be smoke free. Nursing Home Administrator Tom Matzke stated he would like to turn the courtyard, which is located off the Administration offices into a designated smoking area, for residents as well as the staff.
- **Supplies:** Representative Nichols stated this line had increased due to the "Special Care Unit".
- **Fuel:** Representative Nichols noted this line item increased due to more fuel being used for the "Special Care Unit".
- **Care of Grounds:** Representative Nichols explained that \$10,000 was originally recommended. The increase of \$2,000 is for the proposed renovations of the courtyard area to be a designated smoking area for the employees and residents. This would meet the requirements to become a smoke free institution for 1997. Representative Nichols suggested that the money for this project come from the McKenna Trust Fund. Discussion followed.

Commissioner McDonnell stated the current balance of the McKenna Trust Fund is at \$34,500.

Commissioner Larry Boucher stated the use of the McKenna Trust Fund for this project is questionable, stating this project is considered a capital improvement.

Representative Willis explained that it would cost approximately \$30,000 to complete the courtyard, and \$2,000 would begin the renovations of laying the Astroturf. Representative Willis stated that he does

not feel the McKenna Trust Fund is necessary to use for this project.

Representative Rogers stated she has a problem with the \$2,000 for Astroturf, and further stated that concrete may be sufficient until such time the Astroturf is funded. Representative Rogers also stated she agrees with Representative Nichols to reduce the \$2,000 from the Care of Grounds line item.

Representative Nichols made a motion of \$8,000 for line item Care of Grounds. Seconded by Representative Rogers. In a show of hands of 3 yes; 2 no, the motion passed.

Maintenance Total: \$860,531

Waste Water Treatment

- Outside Services: Representative Nichols stated this line item should read \$1,500.
- Communications: Representative Nichols stated this line item should read \$600.
- Equipment Repair: Representative Nichols stated this line item should read \$4,500.
- Waste Water Treatment Total: \$16,750

Laundry: Representative Nichols noted that the Laundry Department does a wonderful job with the amount of laundry that is processed. Nursing Home Administrator Tom Matzke shared with the Committee that the Laundry Department does over 176,000 pounds of laundry per year.

- Laundry Total: \$433,781

Housekeeping: Representative Nichols shared that the Housekeeping Department was wonderful during the recent move to the "Special Care Unit". The staff was organized and very orderly.

- Longevity Pay: Representative Nichols stated this line item had decreased due to personnel reductions.

- **Supplies:** Representative Nichols stated this line reflect a slight increase due to the new "Special Care Unit".
- **Housekeeping Total: \$607,925**

Pharmacy: Representative Shaw questioned the Pharmacy Assistant and asked why the labor grade changed. Nursing Home Administrator Tom Matzke stated this job has been reclassified at a Labor Grade 6, which reflects a salary increase. Nursing Home Administrator Tom Matzke noted the Pharmacy Assistant is also a nurse who has a great deal of experience.

- **Medicine:** Representative Nichols stated this line item increased due to the high rise in the cost of medications.
- **Supplies:** Representative Nichols stated this line item decreased by \$200.
- **Pharmacy Total: \$370,199**

Activities: No changes were made.

Representative Nichols noted that supervised activities take place on each floor. Representative Nichols also noted that dances, cocktail parties, and wine & cheese parties are also offered to residents.

- **Activities Total: \$176,166**

Rehabilitation: No changes were made.

Representative Nichols explained a full-time Rehabilitation Aide has been added to the Personnel line item.

- **Contract Services:** Representative Nichols stated that on the basis of 20 hours per week a Physical Therapist, Speech Therapist, and Occupational Therapist are schedule to work with the residents.
- **Rehabilitation Total: \$241,285**

Social Services:

- **Supplies:** Representative Nichols stated this line item should read \$200.
- **Travel:** Representative Nichols stated this line item should read \$600.

Representative Nichols stated that before a resident comes to the Nursing Home they must meet with a Social Worker. If the patient is unable to travel to the Nursing Home the Social Worker will travel to the resident's home.

- **Social Services Total:** \$109,485
- **Total Nursing Home Budget:** \$12,893,446

Residential Properties:

- **Outside Services:** Representative Nichols stated that \$1,200 was deducted from this line item, and should read \$2,000.
- **Property Taxes:** Representative Nichols stated that \$4,600 was deducted from this line item, and should read \$6,400 .
- **Insurance:** Representative Nichols stated that \$227 was deducted, from this line item, and should read \$1,000.
- **Building Maintenance:** Representative Nichols stated that \$985 was deducted from this line item, and should read \$2,000.
- **Residential Properties Total:** \$11,400

Nursing Home Revenue: No changes were made.

- **Nursing Home Revenue Total:** \$12,965,415

Residential Properties Revenue: Representative Nichols feels this needs to be revisited at a later date.

- **Residential Properties Revenue Total:** \$698,000

Nursing Home Administrator Tom Matzke noted that his Subcommittee did an excellent job in presenting this budget.

Representative Shaw stated the figures for salary increases were available and would be discussed at the next Executive Committee Meeting on Feb. 9, 1996.

Representative Rogers commented that the Delegation meeting arranged for March 11th is the same night the City Councilors meet. To be discussed at the next Executive Committee Meeting on February 9, 1996.

Seeing there was no other business to come before the Executive Committee, Vice-Chairman Shaw adjourned the meeting at 11:25 a.m.

Respectfully submitted,
Jack Willis, Acting Clerk
Executive Committee
Merrimack County Delegation

Executive Committee Meeting February 9, 1996
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Vice Chairman Randall Shaw called the meeting of the Executive Committee to order at 9:45 a.m.

Representatives Daneault, Langer, Lockwood, Nichols, Rogers, Shaw, Whittemore and Willis were present.

In Representatives Holmes' absence, Vice Chairman Randall Shaw appointed Jack Willis as Acting Clerk.

The Committee reviewed the County Attorney's budget with Subcommittee Chairman Ray Langer as follows:

County Attorney Revenue: Representative Langer stated that the Domestic Violence Grant was a new position. Representative Langer further stated that Drug Prosecution would stay at \$45,000.

Representative Langer noted there was an increase of \$5,000 in the Prosecutorial Services line item to read \$35,000. County Attorney Michael Johnson

explained that the \$95,000 may rise during the year in some respects and may also fall. There are two contingencies unknown at this time, the first being Franklin coming on board. If Franklin joins, this figure will go up dramatically. Secondly, if the district courts bring the jury trials to the other district courts being Henniker, New London, Franklin, and Hooksett this number will go down. Discussion followed.

Representative Shaw asked how billing is done for these services. County Attorney Michael Johnson stated that the bills are figured on a flat rate basis, and explained that billing goes out December 1st of each year.

Representative Langer made a motion to accept County Attorney Revenue of \$95,000. Seconded by Representative Lockwood. Voice vote carried.

Personnel: Representative Langer stated that salary increases reflect an increase of 4% up to 17%. Representative Langer also stated that a grant would fund the new position of Victim Witness.

Representative Nichols questioned why the Board of Commissioners recommended more than the Department's Request. County Attorney Michael Johnson answered that the increase reflects a new position of Investigator for Sexual Assault. County Attorney Michael Johnson then explained the Investigator's job description and feels this is a complex subject, but, a necessary position.

Representative Whittemore asked what the case load is for Sexual Assault. County Attorney Michael Johnson responded that 500 cases are reported each year; 300 being valid reports.

Representative Willis asked what criteria was used in giving raises. County Attorney Michael Johnson stated he uses the same criteria as the Attorney General's office.

Representative Willis expressed that Merrimack County can only afford so much, and that the percentages were higher for the County Attorney's office than other departments. Representative Willis also expressed he has a hard time understanding the

theory behind County Attorney Michael Johnson's process.

County Attorney Michael Johnson noted that these figures can be frozen if the Executive Committee decided so.

Representative Willis stated that it would be sufficient if a 3% raise was given plus the employees longevity pay. County Attorney Michael Johnson discussed that the salaries are set by ranges, and the Attorneys receive no over-time, and put in about 70 hours a week.

Representative Shaw is concerned with Law Administrator Linda Lorden's increase in salary. County Attorney Michael Johnson stated Linda does over extend herself and has helped run the office in an efficient way. County Attorney Michael Johnson also stated, Linda has been working with other counties to go on line with a new data base system that in the end will save the County money. Discussion followed.

Representative Lockwood noted he would like County Attorney Michael Johnson to re-work the salary figures to represent salary increases effective in December as opposed to July.

Representative Willis stated he would like County Attorney Michael Johnson to re-work the salary figures to represent salary increases effective in October as opposed to July.

Representative Shaw explained that until the figures are available, the review of the Personnel line item would be postponed.

Representative Langer explained that the following line items had no changes: Outside Services, Printing & Binding, Supplies, Dues & Subscriptions, Communications, Travel, Conference & Education, and Insurance. County Attorney Michael Johnson reported that the New Equipment line item should be reduced to read \$13,150.

County Attorney Michael Johnson stated the figures for the salaries were available. County Attorney

Michael Johnson explained that if salary increases were given in the month of October it would reduce the Personnel line item by six thousand two hundred and fifty (\$6,250). If salary increases were given in the month of December it would reduce the Personnel line item by eight thousand seven hundred and fifty (\$8,750).

Representative Langer pointed out that by making these changes some of the other line items would reflect a slight change.

Representative Whittemore made a motion that the salary increases for the County Attorney's office would be given in October. This would reduce the Personnel line item by \$6,250, which would now read \$587,984. Seconded by Representative Willis. Voice vote carried.

Representative Langer made a motion to accept the County Attorney budget of \$791,135. Seconded by Representative Daneault. Voice vote carried.

Medical Referee: County Attorney Michael Johnson pointed out to the Executive Committee that this line item has been reduced due to poor management. County Attorney Michael Johnson also pointed out, that his office will no longer pay for services that are someone else's responsibility.

Representative Whittemore noted that if the County is not paying for the services, who is. County Attorney Michael Johnson stated that is a good question, also stating he feels the State of New Hampshire should be taking some responsibility in this area.

Representative Langer made a motion to accept the Medical Referee budget of \$35,000. Seconded by Representative Lockwood. Voice vote carried.

Other Business: Representative Shaw directed the Committee to look at the memo on Salary Increases from Accountant Richard Zack.

Commissioner Trachy shared with the Committee some late developments. Workers' Compensation Insurance for all departments should read "zero",

based on experience. Total deduction represents \$50,266 in reductions. Commissioner Trachy further stated that an increase of \$87,874 for encumbrances from 1995, affects both revenue and expenditures. Commissioner Trachy stated that the total County budget is at \$28,361,667.

Representative Lockwood explained that the Executive Committee should meet one hour before the Delegation meeting in March to go over the final figures.

Representative Lockwood announced the Delegation Meeting will take place on March 18th with an Executive Committee meeting starting at 6:00 p.m. and the Public Hearing at 7:00 p.m.

Seeing there was no other business to come before the Executive Committee, Vice-Chairman Randall Shaw adjourned the meeting at 11:45 a.m.

Respectfully submitted,
Jack Willis, Acting Clerk
Executive Committee
Merrimack County Delegation

Executive Committee Meeting March 18, 1996
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Representatives Daneault, Langer, Lockwood, Newland, Rogers, Shaw, Weeks, Whittemore, and Willis were present.

In Representative Mary Holmes' absence, Representative Weeks appointed Representative Newland as Acting Clerk.

Representative Weeks read the Public Notice of the Executive Committee.

Representative Shaw made a motion to accept the revenue figures as presented. Seconded by Representative Willis. Motion carried 8 yes; 0 no.

Representative Whittemore questioned the farm revenue and where it appeared in the 1996 Budget. Representative Weeks stated the Farm budget in the past had it's own line item, and that it now appears under the Corrections department. County

Administrator Carol Haessly noted the line item for Corrections Industry for total revenue is \$26,000. The breakdown is as follows: Cordwood - \$6,000, Garden Program - \$2,500, Hay - \$17,500 which would total \$26,000.

Representative Shaw asked what the increase was in revenue. Commissioner Stuart Trachy responded the increase reflects the year end surplus figure of \$783,000.

Representative Whittemore requested an explanation of the Adult Diversion Grant and the Juvenile Diversion Grant. Commissioner Trachy stated the Adult Diversion Grant is a grant received from the State, the Juvenile Diversion Grant represents the 6% incentive funds that is received from the State and divided amongst different programs within Merrimack County. Discussion followed.

Representative Weeks recollected that the last Executive Committee Meeting held in February did not have a quorum present to vote on the 1996 Expenditures.

Representative Shaw made a motion to accept the amended Expenditures as presented. Seconded by Representative Lockwood. In a show of hands, motion passed 8 yes; 0 no.

Representative Lockwood questioned the Long Term Debt line item and where it appeared in the Budget. Commissioner Trachy stated that the Long Term Debt appears in the Corrections Budget as well as the Nursing Home Budget.

Representative Whittemore questioned the 1995 encumbrance of \$1,000 under Delegation. County Administrator Carol Haessly stated that the \$1,000 was encumbered in 1995 to purchase a new recording device used to record the meetings. County Administrator Carol Haessly stated that purchase was made, and is currently being used at this meeting.

Representative Whittemore stated for discussion purposes he would like to make a motion to increase

the mileage from \$.22/mile to \$.31/mile. Seconded by Representative Lockwood.

Representative Whittemore stated that County employees are paid at a higher rate for mileage and the Delegation should see the same. County Administrator Carol Haessly responded that employees of the County are paid \$.29/mile, also stating the entire Delegation would have to approve the increase. Discussion followed.

Representative Shaw shared that he is in favor of the mileage increase.

Representative Newland stated the increase should be County-wide, not just the Delegation.

Representative Willis noted he is opposed to this motion; Representative Willis noted that per diem is paid as well as mileage, and feels that \$.22/mile is justifiable.

In a show of hands, motion failed 2 yes; 6 no.

In other business, Representative Langer commended the Department Heads as well as the Commissioners on the \$783,000 surplus. Representative Langer stated this is very gratifying.

Chairman of the Salary Study Committee Representative Langer, presented a report with no recommendation at this time for Register of Deeds Kathi Guay, and Sheriff Chester Jordan.

Representative Willis asked why part-time elected official's have not received any salary increases. Representative Weeks clarified that the charge of the Salary Study Committee is to study full-time elected official's. The original charge was to study the County Attorney and then proceeded to the Register of Deeds and Sheriff positions. Discussion followed.

Representative Lockwood made a motion to adjourn the Executive Committee Meeting. Seconded by Representative Shaw.

Meeting adjourned at 6:40 p.m.

Respectfully submitted,
Representative Matthew Newland
Acting Clerk
Merrimack County Executive Committee

Delegation Meeting March 18, 1996

Representative Lockwood called the meeting of the Merrimack County Delegation to order at 7:07 p.m.

Representative Lockwood introduced County Department Heads as well as the County Commissioners. Representative Lockwood also introduced a new member of the Delegation, Martin Boormeester of Pittsfield.

Representatives Adams, Boormeester, Brown, Buessing, Chandler J, Crowell, DeStefano, Dunn, Feuerstein, Fraser, Jacobson, Kennedy, Lamache, Langer, Lockwood, MacKay, Morrill, Newland, Nichols, Patenaude, Pitman, Rogers, Shaw, Weeks, Whalley, Whittemore, Willis and Yeaton were present.

Representative Weeks moved the Executive Committee recommendation's of the *Budget Resolution I* dated March 18, 1996 to include all departments, totaling \$28,449,558. Seconded by Representative Willis.

Representative Whalley questioned the breakdown of \$235,601 for Cooperative Extension. Rep-resentative Shaw indicated that part of that money represented a grant.

Representative Crowell requested an explanation as to what the \$235,601 was being used for. Cooperative Extension Director Judy Bush shared with the Delegation a breakdown of all monies that are distributed for Cooperative Extension. Discussion followed.

Representative Brown noted that in studying the Budget for 1997 a study committee should look at the grant agencies. Also, Representative Brown feels that some of these grant agencies may be duplicating their services.

Representative Jacobson stated that on the original proposal distributed in November, Long Term Debt was a line item. The Budget Resolution for March does not show Long Term Debt. County Administrator Carol Haessly explained that Long Term Debt is now broken down within the appropriate department's budgets, such as Corrections and the Nursing Home.

Representative Whittemore asked what the balances were on the Bond issues. Accountant Richard Zack stated that the Corrections balance is \$425,000, the Nursing Home Equipment balance is \$375,000, and the Special Care Unit balance is \$1,350,000 totaling \$2,150,000.

Representative Whittemore asked Commissioner Trachy if the Workers' Compensation would continue at a zero balance. Commissioner Trachy stated this would depend on the history of occurrences. Commissioner Trachy also stated he did not believe this trend would continue in 1997.

When going through the Budget process, Representative Adams asked the Commissioners if they had the breakdown for Cooperative Extension. Commissioner Trachy stated "yes", but, Cooperative Extension is funded by a grant and is not a Merrimack County department.

Representative Fraser asked what the Conference & Education and Travel line item entailed for the County Attorney's office. County Attorney Michael Johnson explained that Conference & Education pays for two expenditures. First being, legal schooling for the Assistant County Attorney's instituted by the Supreme Court, and secondly, continuing higher education for the staff. County Attorney Michael Johnson further stated that the Travel account represents money paid to his staff for attending in-state seminars and conferences as well as traveling to different courts.

Representative Fraser asked for clarification on Outside Services for the Register of Deeds. Register of Deeds Kathi Guay stated this account covers all the maintenance agreements on her equipment.

Representative Jacobson asked if the \$95,000 budgeted amount for revenue under the County Attorney's office was a grant. County Attorney Michael Johnson responded "yes".

Representative Dunn questioned the \$4,000 under Recruiting for Administration asking what it entailed. County Administrator Carol Haessly explained that this account covers all County-wide classified advertisements.

Representative Feuerstein made a motion to cut \$30,000 from the Cooperative Extension Budget. No second. Chairman Lockwood declared this motion to be out of order.

Representative Brown questioned the transferring of monies out of the Register of Deeds office payable to the State. Representative Brown further asked if this process had been resolved. Register of Deeds Kathi Guay stated "yes" and "no".

The State of Revenue Department has requested all Register of Deeds to transfer money on a monthly basis. Register of Deeds Kathi Guay further stated this is an on-going issue. Discussion followed.

Representative Crowell asked how much time the County Commissioners work for the County. Commissioner Trachy stated speaking for himself, he is in the office daily, and when he is not, he can be reached by pager or phone. Commissioner Trachy further stated there is one scheduled meeting a week that all three Commissioners attend.

Representative Whittemore shared that the Commissioners are the Executive Officers of the County that oversee the Budget process, as well as overseeing the County departments.

Representative Whittemore asked for further explanation on the Merrimack County Academy Program. Corrections Superintendent Carole Anderson responded this program was instituted to alleviate crowding at the NH State Prison as well as the Corrections facility.

Representative Patenaude questioned what the applicants would do in this program. Adult Diversion Director Leigh Freire explained this program would help address vocational needs and/or deficits. In addition to addressing substance abuse issues, educational issues, and job training.

County Attorney Michael Johnson explained that Merrimack County is the first in the State to receive this grant.

In a roll call vote to accept *Resolution I* of the County Expenditures totaling \$28,449,558, motion passed 29 yes; 0 no.

Representative Weeks moved to adopt the County Revenue as stated in *Budget Resolution II*, totaling \$16,233,065. Seconded by Representative Shaw.

Representative Adams questioned the one million dollars in Medicaid money and where it is reflected in the Budget. Commissioner Trachy directed Accountant Richard Zack to respond. Accountant Richard Zack stated this appears under revenue in the Nursing Home Budget entitled "Proportional Share".

Representative John Chandler asked what was included in the \$600,000 revenue figure for the Nursing Home. Nursing Home Administrator Tom Matzke stated this is money collected from the Corrections facility for prescriptions and meals.

Representative Chandler feels that "other" needs to be re-worded in future Budgets.

In a roll call vote to adopt *Resolution II* as stated of the County Revenues totaling \$16,233,065, motion passed 30 yes; 0 no.

Representative Weeks moved to adopt *Resolution III* as stated for total revenues to be raised in taxes with a total of \$12,216,493. Representative Shaw seconded the motion.

In a roll call vote to adopt *Resolution III* as stated of the total revenues raised by taxes totaling \$12,216,493, motion passed 30 yes; 0 no.

Representative Weeks moved to adopt *Resolutions IV & V* of the 1996 Budget. Seconded by Representative Fraser.

In a roll call vote to adopt *Resolutions IV & V*, motion passed 30 yes; 0 no.

Representative Weeks moved and read the Resolution for the Register of Deeds. Seconded by Representative Whittemore. Register of Deeds Kathi Guay explained this Resolution needs to be done every year and is solely for housekeeping measures. In a roll call vote to accept the Resolution the motion passed 30 yes; 0 no.

Representative Kennedy expressed he is overjoyed to see the \$783,000 surplus and would like to thank the County Commissioners as well as the employees for doing such a great job.

Representative Crowell announced he had an independent company look into the operation of the Nursing Home. The outcome was that the Nursing Home is running well.

Representative John Chandler apprised the Delegation of a report on Flood Control. Representative Chandler explained that footnote I was removed from the report which would allow the 14 towns easier access to common-wealth money from land lost in the flood control project back in the 1940s.

Representative Brown shared with the Delegation a letter received from the office of the Sheriff regarding new vehicles.

Representative Brown suggested a leasing program to make it easier for the Sheriff to turn over his automobiles. Also, to have a study committee look into this.

Representative Weeks stated he will begin working on a Statutory for Salaries of elected officials.

Representative Shaw moved to adjourn the meeting of the Delegation at 8:25 p.m. Seconded by Representative Weeks.

Respectfully submitted,
Representative Matthew Newland
Acting Clerk
Merrimack County Delegation

Delegation Meeting May 3, 1996

Chairman Robert Lockwood called the meeting of the Delegation to order at 11:30 a.m.

Representatives Adams, Boormeester, Brown, Buessing, E. · Chandler, J. Chandler, Crosby, Daneault, DeStefano, Dunn, Feuerstein, Fraser, Jacobson, Kennedy, Lamache, Langer, Lockwood, MacKay, Morrill, Nichols, Owen, Patenaude, Pfaff, Rogers, Shaw, Varsalone, Weeks, Whalley, Whittemore, Willis, and Yeaton were present.

In Representative Mary Holmes' absence, Representative Lockwood appointed Representative Avis Nichols as Acting Clerk.

Representative Weeks shared with the Delegation that after considerable discussion the Executive Committee voted 7 yes; 3 no to accept the report of the Salary Range Committee. Representative Weeks made a motion that this report be accepted and adopted by the Delegation. Seconded by Representative MacKay. Representative Weeks stated that if this report is adopted it will establish a range for all county officials which establishes the salary for anyone elected to office.

Representative Lockwood commented that there was a "friendly amendment" to each step for clarification of the language to read "Annual Salary to be".

Representative Adams asked if this recommendation was a unanimous vote by the Salary Study Committee. Representative Langer stated the committee was unable to get a unanimous vote; there were only three members in attendance.

Representative Adams stated this recommendation is only binding until November. Representative Lockwood responded, "If the salaries are adopted today, the salaries that are set will be in effect until

the end of the next biennium, which will be for the individuals who are elected in 1996.”

Representative Adams wanted to know where else this process was being used. Also, if this could pose a severe detriment to the present individuals that would have a substantial raise, as opposed to having someone run against them at a lower salary. Representative Lockwood turned the question over to Representative Weeks for a response. Representative Weeks stated this proposed system as presented is currently being utilized in Sullivan County.

Representative Pfaff questioned the way the report was designed. Representative Langer responded this report was developed based on a press release issued by Sullivan County. Discussion followed.

Representative Weeks made a motion to change the language to read “By the County Delegation” in Part II of the Salary Range Committee Report. Seconded by Representative Pfaff. Voice vote carried.

Representative J. Chandler asked for clarification on the “friendly amendment” made by the Executive Committee. Representative Weeks stated the wording on this was confusing and needed to be corrected.

Representative J. Chandler made a motion to change wording in sentence two of Part II of the Salary Range Committee Report to read: “On the effective date of each subsequent elected period the individual shall receive either a salary increase of \$4,000 provided that the individual has moved to the higher step prior to the beginning of that term.” Seconded by Representative Weeks. Discussion followed.

Representative Jacobson expressed that motion is not necessary. Representative Jacobson stated the report as presented is worded appropriately.

Representative Whalley stated the delegation needs to set the salary before the term based on the fact it is unknown who will run.

Representative Dunn explained that Part II of the presented report is becoming confusing and really is not necessary. Therefore, Representative Dunn suggest the removal of Part II altogether.

Representative Kennedy stated we do not know who will run for these positions and believes the salary needs to be set before the individuals file. Representative Kennedy stated he does not feel the amendment is necessary.

Representative J. Chandler commented that his motion was based on the "friendly amendment" made by the Executive Committee and agrees with Representative Dunn that Part II be deleted from the report.

Representative J. Chandler stated he will withdraw his motion to change the wording in Part II of the report.

Representative Dunn made a motion to eliminate Part II of the report. Seconded by Representative J. Chandler. Voice vote carried.

Representative DeStefano stated he wanted to make sure everyone understood the committee's intent which is to set the range prior to the filing period. The delegation would set the salary after the general election.

Representative Whalley made a motion to amend the term-of-office increases from \$4,000 to \$2,000. Seconded by Representative Pfaff.

Representative Whalley stated that if the \$4,000 increase were adhered to that would mean a 60% increase for the Register of Deeds and about a 50% increase for the Sheriff. Representative Whalley feels the \$2,000 increase is more reasonable.

Representative Jacobson spoke in favor of the amendment stating the numbers are consistent with Sullivan County.

Representative Dunn commented that the incremental increases are given only if the person in

office fills the qualifications that fit the different steps.

Representative Brown stated it is important to look at where our current officials are. According to the schedule set for these officials to receive a \$4,000 increase would place the Register of Deeds at \$48,000, and the Sheriff at \$56,000. Whereas a \$2,000 increase would place the Register of Deeds at \$42,000, (SIC) and the Sheriff at \$46,000. These numbers are smaller and more justifiable. Representative Brown further stated she speaks in favor of the amendment.

Representative Kennedy asked what the percentage increase would be at 2% and 4% for the Sheriff and Register of Deeds. Representative Weeks indicated the information as illustrated below:

Sheriff - Steps I - II = 11% increase or 5%
Steps II - III = 10% increase or 5%
Steps III - IV = 9% increase or 4.5%
Steps IV - V = 8% increase or 4%
Steps V - VI = 7.7% increase or 3.9%

Register- Steps I - II = 12.5% or 6 ¼%
Steps II - III = 11%, ETC.

The annual increase is half what the increases could possibly be from one biennium to the other as stated by Representative Weeks.

Representative Patenaude supports the amendment and feels the current schedule is too broad.

Representative MacKay spoke in opposition to this amendment and stated that these positions are comparable to other city and state job descriptions.

Representative Weeks will not support the amendment and stated the Salary Study Committee has done a great deal of work on this subject and does not feel the ranges that are being presented are excessive and are within normal salary perimeters.

Representative Brown shared with the delegation a report on other salaries that exist throughout the State. Representative Lockwood informed

Representative Brown that those figures are out-dated.

Representative Patenaude stated that these figures look good on paper, "but in reality we may be giving an individual up to a \$14,000 raise."

Representative Kennedy pointed out he would not vote for anyone at the bottom of these scales, and would not support this amendment feeling these individuals are getting small increases.

Representative DeStefano mentioned this is just setting the starting point, we are not setting the \$4,000 increase, the delegation will set that down the road.

A parliamentary inquiry from Representative Weeks stated that if this amendment is adopted the Register of Deeds and the Sheriff will be getting paid less than they are getting paid now. Representative Jacobson called this inquiry out of order.

Representative Lockwood stated that if you vote for this amendment you will be willing to reduce the salary increases to \$2,000 from \$4,000; if you wish to take additional action on this motion you would vote against it. Representative Jacobson stated that this is incorrect and out of order.

In a roll call vote, the amended motion made by Representative Whalley to reduce the increments by \$2,000 passed at a vote of 16 yes; 13 no.

Representative Kennedy made a motion to raise the increments to \$3,000. Seconded by Representative Feuerstein.

Representative Kennedy simply believes that these individuals should be compensated similar to those out in the public.

Representative Feuerstein stated he feels that this goes against the Salary Study Committee's intent.

In a roll call vote, the motion to raise the increments to \$3,000 failed 13 yes; 16 no.

In a roll call vote, the motion to accept the amended Salary Study Committee Report passed 21 yes; 8 no.

Representative Langer thanked the Delegation for doing what the Salary Study Committee could not do.

The report from the Statutory Salary Study Committee was read by Chairman Jim MacKay. Representative MacKay stated his committee recommended the salary range and that it was adopted as amended at the Executive Committee which passed with a vote of 7 yes; 3 no.

Representative Weeks made a motion to adopt the amended salary range for the County Attorney. Seconded by Representative Kennedy. Voice vote carried.

Representative Weeks made a motion to adopt the amended salaries of the County Register of Deeds and County Sheriff. Seconded by Representative Kennedy. Voice vote carried.

Representative Jacobson asked if this motion is passed it would not include the benefit package for the County Attorney, Register of Deeds and Sheriff. Representative Weeks responded "yes" that is correct, this motion only reflects the amended salaries. Discussion followed.

Representative MacKay made a motion to include benefits in addition to the conclusion. Seconded by Representative Weeks. Voice vote carried.

Representative Adams asked what was done in the last biennium. Representative Lockwood stated the last time we set compensation for the elected officials was in 1994.

Representative J. Chandler questioned the County Attorney's benefit package. County Attorney Michael Th. Johnson stated he does not elect to pursue participation in the NH Retirement System; but participates in a family health insurance plan.

Representative Boermeester questioned the health packages for the part-time employees. County Administrator Carol Haessly stated there is only one

other part-time employee that receives these health benefits being the County Medical Director.

Representative Feuerstein made a motion to have the two Commissioners and Treasurer stay the same with no benefit package. Seconded by Representative Boermeester. In a show of hands the motion failed 12 yes; 15 no.

Representative Boermeester explained that the Chairman of Commissioners should not be eligible for health benefits as well.

Representative Lockwood asked why this report was presented this way. Representative MacKay stated it was voted that due to one Commissioner already receiving full benefits, the Statutory Salary Study Committee felt that in all fairness the other Commissioners should as well. Representative MacKay stated he speaks in opposition to Representative Feuerstein's Motion. Discussion followed.

Representative Dunn expressed her concern that another meeting might be necessary due to some of the questions being raised. Furthermore, the Register of Deeds is at \$38,500 which would be Step 5, if re-elected the Register would be at \$40,000 with a \$1,500 increase.

Representative J. Chandler stated the delegation has never been able to come in on January and decide to pay the elected officials less than what was set prior to the filing period of the previous year. Representative J. Chandler commented "that what is binding is for the next biennium, what is advisory beyond that, the next delegation will decide."

Representative Willis asked what the total cost to the County would be if this report is accepted. Representative Jacobson responded the total cost of the increases would be \$21,000.

Representative Lockwood stated if the incumbents are re-elected we know where they are going to fit, if the incumbents are not re-elected then it will be the delegation's next responsibility to assign each non-incumbent within the salary schedule.

County Attorney Michael Th. Johnson noted that the delegation has an obligation to set the salaries before the filing period. Any newly elected officials qualifications would have to be looked into after the election. Discussion followed.

Representative Adams asked if the intent of the delegation is to meet after the election to set the Steps the incumbents would fit into. Representative Lockwood responded that the delegation's intent would be to meet in November or December to assign non-incumbents into the schedule.

In a roll call vote to adopt the Statutory Salary Study Committee Report as amended motion carried 20 yes; 8 no.

Representative Chandler shared with the Committee that the Flood Control Bill is getting ready to pass.

Seeing there was no other business to come before the delegation, Chairman Robert Lockwood adjourned the meeting at 2:00 p.m.

Respectfully submitted,
Avis B. Nichols
Merrimack County Delegation

Executive Committee Meeting May 3, 1996

Chairman John F. Weeks called the meeting of the Executive Committee to order at 10:05 a.m.

Representatives Daneault, DeStefano, Langer, Lockwood, Nichols, Rogers, Shaw, Weeks, Whittemore and Willis were present.

In Representative Mary Holmes' absence, Representative Weeks appointed Representative Avis Nichols as Acting Clerk.

Representative Weeks called upon Accountant Richard Zack to give an overview of the 1st Quarter Financial Report. Accountant Richard Zack stated the Medicaid money was higher than the anticipated budgeted amount of \$1,014,000 which is \$14,000 over the budgeted figure. Nursing Home Revenue

will be slightly under budget if the reimbursement rate continues at the same rate. Also, Treasurer's Miscellaneous is 100% of the budgeted amount due to Workers' Compensation credits the County received. The 1995 surplus amount of \$786,000 is the final number and slightly above the budgeted amount. Accountant Richard Zack further stated there has been one transfer under expenditures for \$6,500 for accrued vacation time for an Accountants position changed by the Board from an hourly position to a salary position. There are several new accounts under the County Attorney's office that reflect a grant that was recently awarded.

Representative Weeks then called upon Commissioner Trachy for an overview of the 1st Quarter Report. Commissioner Trachy stated that the revenues are in good shape and sees no major concerns at this time.

Representative Lockwood questioned the plans for a residential property in Boscawen. Commissioner Trachy responded that one of the residential properties is vacant and the County is looking into converting the property for office space.

Representative Lockwood asked what the status is on the Superior Court House lease. Commissioner Trachy stated the State will be renovating the 1st floor of the courthouse and also some work in the courtrooms. Commissioner Trachy further stated the Board of Commissioners are in the process of renegotiating the lease.

Representative Whittemore asked what the length of the lease is. Commissioner Trachy explained the State of New Hampshire has given a 5 year commitment.

Representative Lockwood questioned the Medical Referee account. County Attorney Michael Th. Johnson explained the new system in questioning the bills that come through his office is necessary and in the long run will save the County money.

Representative Shaw asked what the 1995 encumbrance consisted of for maintenance. Commissioner Trachy explained that this

encumbrance reflects roof work on the Administration Building that has since been completed and paid for.

Representative Lockwood made a motion to accept the 1st Quarter Financial Report. Seconded by Representative Whittemore. Voice vote carried.

The Report from the Salary Range Committee was read by Chairman Ray Langer (attached). Representative Langer stated the recommendations presented are based on reports from Sullivan County. Representative Langer made a motion to adopt the Report of the Salary Range Committee. Seconded by Representative Lockwood.

Representative Shaw asked what percentage will be used between steps. Representative Langer stated the committee looked at the percentages in two ways, \$2,000 bi-annual which would reflect \$1,000 per year or \$4,000 bi-annual which would reflect \$2,000 per year. Representative Shaw stated he feels a \$4,000 salary increase is unjustifiable and feels more time is necessary to review the recommendations being presented.

Representative DeStefano explained a \$2,000 increase reflected a 2% raise which is less than the County received in 1995 and the \$4,000 increase reflected a 4% raise which is comparable to the increases the County employees received.

Representative Shaw asked what steps the Sheriff/Register would fit into if re-elected. Representative DeStefano stated Kathi Guay would be at Step 5 and Chester Jordan would be at Step 6.

Representative Nichols asked how the Committee established a beginning step. Representative DeStefano answered, the beginning step was looked at very carefully and similar to the one set in Sullivan County. Discussion followed.

Representative Lockwood spoke in favor of the report, further stating the language used in the report is consistent with the language used in the Sullivan County report. Representative Lockwood explained the process is a good process and has

brought on good debate. As done in private sector, we have seen good work and would like to compensate for that.

Representative Weeks brought to the Executive Committee's attention the wording that is used in the report to explain the salaries for the different steps. Representative Weeks feels this report as presented leaves question for doubt for what the Committee means. Representative Langer agreed with Representative Weeks' observation. Representative Langer made a motion to amend the report to read "Annual Salary To Be". Seconded by Representative Lockwood. Voice vote carried.

Representative Weeks pointed out this language will read the same for all steps.

Representative Rogers stated she feels more comfortable setting a number than setting a range. Representative Rogers also feels that legally setting ranges is unjustifiable. Representative Weeks stated that according to the statues setting ranges is legal and asked County Attorney Michael Th. Johnson for clarification. County Attorney Michael Th. Johnson stated that the inquiry was made to the Attorney General's Office and to the County Attorney's office as to what exactly the statues require the delegation to do. County Attorney Michael Th. Johnson stated "the statues require the delegation to set the salary, not a number, but the salary." If the Delegation sets the range the salary for that position is based on incremental steps, based upon a particular candidates experience, this way the candidate will know when applying to run.

Representative Rogers asked if this documentation is on file for future use. Representative Langer stated the only documentation available is the information from Sullivan County.

Representative Shaw is opposed to these recommendations. Representative Shaw expressed his concern with taking elected officials and providing the steps of increases for them which would automatically put the individuals into the next step when it is not needed.

Representative DeStefano explained that the committee was afraid of doing this, especially if a newcomer comes on board with no experience who would be making the money of an experienced incumbent. That is why the committee decided to set ranges. Discussion followed.

Representative Rogers asked that if passed, the process to set the salary and range be in writing for future use. Representative Weeks agreed he would be willing to pursue this information.

In a roll call vote, the motion to accept the amended Salary Study Committee Report passed 7 yes; 3 no.

The report from the Statutory Salary Study Committee was read by Chairman Jim MacKay. Representative MacKay stated this is the first time he has dealt with elected officials and county government. Further stating, he is extremely pleased with the individuals involved in this process.

Representative MacKay made a motion to accept the Statutory Salary Study Committee's Report. Seconded by Representative Lockwood.

Representative MacKay made a motion to amend the report to add a salary range for the County Attorney. The range would read \$52,000 to \$68,000. Seconded by Representative Lockwood. Voice vote carried.

Representative Rogers asked if the benefit package was the same as to what is offered to other county employees.

Representative MacKay responded the only thing that was removed from the report was the NH Retirement System, due to the fact that these are considered part-time positions.

Representative Willis spoke in opposition of this report, preferring the old system.

Representative Lockwood spoke in favor of the report and supports the recommendations of the Statutory Committee.

Representative Shaw is concerned with offering the part-time Commissioners health benefits. Stating, "the Delegation took these benefits away because of their part-time status." Representative Shaw further stated he is in opposition to this report.

Representative Nichols spoke against the recommendations and stated that if this was phased in she could accept it, but she cannot go back to her town with these increases.

Representative DeStefano asked if this report is defeated would it affect all of the elected officials. Representative Weeks responded "yes".

Representative Shaw pointed out that is incorrect, the County Attorney's salary has already been set. Representative DeStefano asked for clarification.

Representative Weeks explained that if this motion fails, the Executive Committee would perhaps take each position item by item, which would open the debate for further motions.

Representative Nichols challenged the Chair, and stated the Executive Committee has not voted to reconsider the County Attorney's salary it has already been established. Representative Lockwood responded the Delegation voted on the \$68,000 salary. Further stating, the Executive Committee's vote cannot overturn a vote from the delegation. Representative Lockwood suggested the Executive Committee adopt this as a recommendation to the full delegation.

Representative Weeks explained that if this motion fails, the Executive Committee would have a salary set for the County Attorney and not for the other Elected Officials. Representative Lockwood stated if the motion fails, he would then make a motion to remove the County Attorney's salary out of the recommendation and re-affirm the report. Discussion followed.

In a roll call vote to adopt the Statutory Salary Study Committee's report as amended passed 7 yes; 3 no.

Seeing there was no other business to come before the Executive Committee, Chairman John F. Weeks adjourned the meeting at 11:25 a.m.

Respectfully submitted,
Avis B. Nichols
Acting Clerk
Merrimack County Delegation

Delegation Meeting May 29, 1996

Chairman Lockwood called the meeting to order at 4:35 p.m.

The roll was called and 28 members answered to their presence.

Attending were: Representative Kennedy, Dunn, Weeks, Feuerstein, Brown, Pitman, Whittemore, Patenaude, Lamach, Crowell, DeStefano, Whalley, Pfaff, Moore, Adams, Charles Chandler, Willis, Wallner, Newland, Yeaton, Fraser, Boormeester, Daneault, Shaw, Langer, Earle Chandler, Nichols, John Chandler and Lockwood.

Chairman Lockwood stated the reason for the meeting is as follows:

Several members of the Delegation reported to him that in a vote on December 2, 1995, they believed they were voting \$2,000 per term raises for the Sheriff and Register of Deeds. However, due to a change in the increment, from \$4,000 to \$2,000 per term, the salary scale resulted in only a \$1,500 raise from the present term for the incumbent Register of Deeds. Chairman Lockwood said the vote would clarify the intent of the delegation relative to the Register's salary range.

The second item for action was the language describing the qualifications for the salary steps for the County Attorney. Chairman Lockwood said the language was necessary to protect the County from having a new County Attorney enter the pay scale at the top.

Representative Whalley moved that the salary scale of the Register of Deeds be increased by \$500 at

each step, resulting in a first-step salary of \$32,500 and a top step of \$42,500. The motion was seconded by Representative Dunn. Discussion ensued and the motion carried on a 21-6 vote. (An earlier vote on the same issue taken on May 16, 1996 was declared void by the Chairman because there was not a quorum present and the meeting had not been properly posted.)

A motion to adopt the language relative to description of the qualifications for the County Attorney's steps was made as follows by Representative Dunn and seconded by Representative Kennedy.

A recess was called at 5:05 p.m.

The Delegation re-convened at 5:35 p.m. and discussion ensued relative to the step language for the County Attorney. Representative Shaw moved and Representative John Chandler seconded an amendment to strike the words "less" in steps Two, Three and Four and insert in their places the words "more". Discussion ensued and the motion was approved by voice vote.

The salary step language as amended was approved on a roll-call by a 12-10 vote.

The Chairman thanked the Delegation for its efforts and the meeting was adjourned at 6:05 p.m.

Executive Committee Meeting July 22, 1996
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Chairman John F. Weeks called the meeting of the Executive Committee to order at 10:00 a.m.

In Representative Mary Holmes' absence, Representative Weeks appointed Representative Ray Langer as Acting Clerk.

Representative Langer Acting Clerk called roll and the following Representatives were present: Daneault, Holmes, Langer, Lockwood, Newland, Nichols, Rogers, Shaw, Weeks and Whittemore.

At 10:05 a.m. Representative Mary Holmes' joined the meeting and assumed her position as Clerk.

Representative Lockwood welcomed back Representative Holmes to the Executive Committee.

Representative Weeks stated that the first order of business was to hear the report on the UNH Cooperative Extension Study Committee chaired by Representative Newland. Representative Weeks asked the Committee for their input on this since Representative Newland was absent. Representative Lockwood moved to table the discussion. Seconded by Representative Daneault.

Representative Newland joined the Executive Committee at 10:06 a.m. therefore, Representative Lockwood withdrew his motion to table the discussion on the UNH Cooperative Extension Study Committee.

Representative Newland explained the Committee was given a charge to find alternative health insurance for three support personnel at the UNH Cooperative Extension office in Boscawen. Representative Newland read the motion from the Committee which states, "Representative Buessing made a motion to recommend to the Merrimack County Executive Committee that Cooperative Extension in Merrimack County become part of the county government as a department, to follow all county policies without increasing the bottom line. Seconded by Representative Pitman. Vote passed unanimously."

Representative Newland made a motion to the Executive Committee to accept the Committee's motion. Motion Seconded by Representative Lockwood.

Representative Shaw stated that he has concerns on this subject, and referred to a letter from the Board of Commissioners stating they would not support UNH Cooperative Extension support personnel becoming Merrimack County employees. Representative Shaw also feels that liability issues and an increase in the county budget would put a strain on the Merrimack County taxpayers. Representative Shaw stated he is opposed to this motion and feels State employees should not be mixed with county government.

Representative Langer asked if the UNH personnel were being paid by the county. Representative Weeks stated "yes", the expense of their salaries are paid by the county.

Representative Newland expressed that all areas were looked at carefully and by accepting this motion, this would enable the county to have better control over the Cooperative Extensions spending.

Commissioner Boucher stated he feels these employees should be considered part of the state not part of the county.

UNH Cooperative Extension Director Judith Bush clarified that presently there are five counties that have Cooperative Extension as part of the county as a department. UNH Cooperative Extension Director Judith Bush further expressed she feels this is a "win-win" situation.

UNH Cooperative Extension Director Judith Bush shared with the Executive Committee that recently in speaking with a lawyer for the Extension, the support staff either becomes employees of the county or employees of the Extension, but not part of the Advisory Council that has been overseeing these employees for years. Discussion followed.

Representative Nichols asked if the county would still receive money from the State of New Hampshire if approved. UNH Cooperative Extension Director Judith Bush responded "yes".

Representative Lockwood asked if this change would become effective for the 1997 budget if approved. Representative Weeks noted that if a change was to take place it would go into effect for the 1997 budget year.

Representative Nichols referred to the letter from the Board of Commissioners dated April 3, 1996 that suggested there would be potential conflicts with Cooperative Extension. Commissioner Trachy explained that Cooperative Extension may have different personnel policies and recognized holidays for different groups of employees which could pose a potential conflict.

Representative Newland asked the Board of Commissioners if they would be willing to work through any conflicts. Commissioner Trachy responded, "nothing is insurmountable."

Representative Rogers noted that if other counties foresee this as a win-win situation than Merrimack County should also.

For clarification purposes, Representative Weeks asked Representative Newland to read the recommended motion from the Committee again.

Representative Lockwood made a motion to amend the Committee's original motion to read; "Move to recommend to the Merrimack County Delegation that Cooperative Extension in Merrimack County become part of the county government as a department, to follow all county policies." Seconded by Representative Nichols. Discussion followed.

Representative Newland stated it was the intent of his Committee to include without increasing the bottom line. Representative Newland further stated the motion is just a recommendation, which is not binding to future delegations.

In a roll call vote, the amendment to remove the language without increasing the bottom line and to include to recommend to the Delegation, passed 6 yes, 3 no.

In a roll call vote, the amended motion passed "6 yes, 3 no".

Representative Weeks and Representative Newland thanked the Committee for all their help.

Representative Weeks called upon Commissioner Trachy to give an overview of the Second Quarter Financial Report. Commissioner Trachy stated everything is in good shape and revenues and expenditures seem to be on-line. Accountant Richard Zack added that the Second Quarter Financial Report is favorable at this point.

Representative Whittemore stated the cordwood, hay, and vegetable projects are all included in the

Corrections Industry Line Item and would request they be broken down and shown separately for the next quarter. Corrections Superintendent Carole Anderson explained she would see that this request is taken care of.

Representative Lockwood asked why a "zero" balance was showing under 6% Incentive Funds for the Adult Diversion Program. Adult Diversion Director Leigh Freire explained this money was just awarded and would reflect in the next report.

Representative Lockwood questioned why a "zero" balance was showing under Prosecutorial Services. Accountant Richard Zack stated these billings are invoiced on an annual basis.

Representative Shaw requested an explanation of the 1995 Encumbrance for the Delegation. Commissioner Trachy explained this encumbrance reflected a recording device that was purchased at a cost lower than the anticipated budgeted amount.

Representative Nichols asked what the \$500.00 represented under the New Equipment Line Item for Administration. County Administrator Carol Haessly explained this was to cover computer expenses.

Representative Whittemore requested an explanation of the Outside Services Line Item for the Treasurer's Department. Accountant Richard Zack responded it includes financial bond council for Tax Anticipated Notes and processing W2 forms electronically.

Representative Lockwood inquired on the new tracking process for the Medical Referee bills. Assistant County Attorney George Stewart introduced himself to the Executive Committee as County Attorney Michael Johnson was delayed. Assistant County Attorney George Stewart noted he was not aware of a policy change in this area. Commissioner Trachy stated this new policy consisted of changes in autopsy billings and seemed to be going extremely well at this point.

Register of Deeds Kathi Guay stated her budget is on-line and the department has been very busy.

Representative Shaw inquired on the 1995 Encumbrance of \$1,770 for the Sheriff's Department. Captain/Operations Director George Fitts introduced himself as well as Administrative Assistant Michelle Johnson to the Executive Committee as Sheriff Chet Jordan is out of town. Captain/Operation Director George Fitts responded the encumbrance is for winter jackets that were ordered but not yet received.

Representative Lockwood shared that he would like to thank the Sheriff's Department for filling in while the town has no Police Chief.

Representative Whittemore noted that due to renovations at the Superior Courthouse in Concord, renovations at the Franklin Courthouse has been put on hold. Commissioner Trachy stated the Superior Court renovations are being handled by the State. The County made the south side of the courthouse available for the State to begin renovations.

Corrections Superintendent Carole Anderson shared that she may need to make a few transfers but everything seems to be pretty much on-line.

Representative Nichols questioned the Outside Services Line Item for Residential Properties and why it is 139% expended. Accountant Richard Zack stated this covered some high utility bills, and a security deposit that was paid out to a tenant that vacated one of the properties.

Representative Shaw asked what the \$30,000 1995 encumbrance consisted of for the Nursing Home Administration Budget. Nursing Home Administrator Tom Matzke explained that this money was left over from the "Special Care Unit" and was used to finish the dining room areas.

Representative Shaw requested an explanation to the expended 84% under Service for Residents, and wondered if there would be an increase in this Line Item. Nursing Home Administrator Tom Matzke stated it represented dental services performed for residents on the Special Care Unit.

Representative Lockwood questioned Intermediate Nursing Care and asked if the county would see a decrease in the total expended amount. County Human Services Director Tom Wentworth stated he foresees a surplus at the end of the year because of the rate freeze instituted by the State Human Services Commissioner Terry Morton.

Representative Lockwood made a motion to accept the Second Quarter Financial Report. Seconded by Representative Whittemore. Voice vote carried.

Nursing Home Administrator Tom Matzke updated the Executive Committee on the Medicaid rates as well as long term care issues stating the county has taken a very active role in working on making the system more effective for the residents of Merrimack County. Nursing Home Administrator Tom Matzke further stated the health care industry has taken a tremendous transition and we should be seeing some changes in this process by October of 1998. Also noting, the Merrimack County Nursing Home had the best survey in its history with no deficiencies. Nursing Home Administrator Tom Matzke stated he would like to see Merrimack County become a "Managed Care Organization", the gatekeeper for everyone that is on Medicaid and Medicare.

Representative Lockwood asked if a ratio was available on the complex care and simple care. Nursing Home Administrator Tom Matzke informed Representative Lockwood at this time he, along with others, are working on the new rates and has attended several meetings to become more familiar with the rate setting process.

Representative Whittemore stated that when reviewing the nursing home's budget for 1996, it was mentioned by the Nursing Home Administrator he would like to have a courtyard constructed. Commissioner Trachy explained an outdoor gazebo was recently added to the grounds of the nursing home for the residents and their families.

Commissioner Trachy addressed the Executive Committee with an update on the Administration Building/Parking Expansion Proposal as well as distributing a hand-out that explains some of the

space issues for the Concord Complex that have been a problem for many years. The Commissioners will be seeking approval from the Delegation for a bond that would cover 35 additional spaces in the parking lot, as well as a newly constructed office building south of the existing administration building. This bond would also include renovations to a residential property in Boscawen, where the Merrimack County Academy Program would operate. Discussion followed.

Commissioner Trachy discussed the request to transfer \$100,000 from the Human Services Department Board and Care of Children to the Courthouse Special Projects and Adult Diversion Facility Costs. This would cover some architectural costs and start renovations of the residential property in Boscawen.

Representative Lockwood made a motion to accept the Proposed Transfer of Appropriations Resolution. Seconded by Representative Whittemore. Voice vote carried.

Representative Rogers referred to Human Services Director Tom Wentworth for an explanation of the extra \$100,000 in the Board & Care of Children Line Item. Human Services Director Tom Wentworth explained that the budget has decreased since last year due to better communication between the Judges and the Juvenile Service Officers in recommending services.

Representative Shaw commented that he would like to see a breakdown of the \$100,000. Commissioner Trachy explained that the Parking Lot Expansion would be \$62,000, Engineering Cost would be \$4,480, beginning Renovations to the Academy Program would be \$8,520 and for the completion of Phase I, which is preliminary architectural services conducted by Brook Design would be \$25,000.

Commissioner Trachy also explained that the remaining space issues would be dealt with by use of the bond.

Seeing there was no other business to come before the Executive Committee, Chairman Jack Weeks declared the meeting to be adjourned at 12:10 p.m.

Mary C. Holmes, Clerk
Merrimack County Delegation

Executive Committee Meeting October 7, 1996

Vice-Chairman Randy Shaw called the meeting of the Executive Committee to order at 10:00 a.m.

In Representative Mary Holmes' absence, Vice-Chairman Shaw appointed Representative Ray Langer as Acting Clerk.

Vice-Chairman Shaw called roll and the following Representatives were present: Daneault, Langer, Lockwood, Nichols, Rogers, Shaw, Whittemore.

Vice-Chairman Shaw stated the first order of business was to review the Third Quarter Financial Report.

Representative Shaw asked if there were any questions regarding revenue of the first page of the Third Quarter Financial Report.

Accountant Richard Zack commented on Revenue. Mr. Zack stated in general revenue seems to be right on line. There are several accounts that may come up short near the end of the year; however, the Register of Deeds Fees and the Treasurer's Miscellaneous and Interest Income accounts will offset any shortfalls. On the expenditure side, Mr. Zack stated a few of the departments may need line-item transfers and could receive some help from a couple of State Human Services categories such as Intermediate Nursing Care and Board and Care of Children.

Representative Langer questioned whether or not the delegation talked about inmates paying room and board to the county. Representative Langer stated he could not see a line-item for inmate room and board in the report.

Corrections Superintendent Carole Anderson stated the Representative Langer may be referring to inmate co-pay for medical expenses which is listed under Miscellaneous and goes back to the medical department.

Representative Shaw stated that under the County Attorney's budget there are two grants that are not reduced in funds.

Law Office Administrator Linda Lorden stated that the grant for Domestic Violence just started in July and the first billing has just been processed by the Accounting Department. Money should be coming back from that billing. Under the Prosecutorial Services grant the bills are sent out at the end of September and are to be paid by December 1st.

Representative Lockwood asked if the Drug Prosecution grant was only used for drug cases.

Law Office Administrator Linda Lorden stated the funds are used for the salary of the drug prosecutor and the drug prosecution cases.

Accountant Richard Zack stated that the first item of Bailiff under the Sheriff's budget listed as \$75,000 is actually closer to \$95,000 at this point in the year. Mr. Zack further stated that most of the revenue items for September are estimates as the numbers are coming in it looks like estimates are close to the actual.

With no further questions on the revenue side of the third quarter report, Representative Shaw asked for questions on the expenditures.

Representative Lockwood stated the Expenses under Delegation shows 16.1%. Representative Lockwood asked if that represented Delegation expenses.

County Administrator Carol Bickert stated the expenses under Delegation represented costs for advertisements for the meetings, photocopying expenses, and postage for mailings.

Accountant Richard Zack stated that in the past the Delegation has had expenses for legal fees having to do with employee personnel meetings and appeals.

Accountant Richard Zack stated the Treasurer's 21.5% is low because the County has not made payment that is made in December for the tax anticipation notes. Mr. Zack further stated the payment will be \$307,000 which will be about \$35,000 under the budget after transfers for that line item.

Representative Lockwood asked about the New Equipment line item under the Register of Deeds.

Accountant Richard Zack stated New Equipment is an ongoing payment for lease equipment. Part of the payments come out of the surcharge account which is a separate capital fund account not shown under expenditures. It seems that \$20,000 was budgeted under New Equipment and another \$40,000 in the surcharge account. Mr. Zack further stated that by the end of the year the \$20,000 in New equipment will be used up.

Representative Whittemore asked what the cost was in serving writs.

Representative Shaw stated it would be a lot more than \$10 to \$15 per writ.

Representative Whittemore questioned why it shows an income on the revenue side of the report but there is not an expense shown under the expenditure side of the report.

Accountant Richard Zack stated the Sheriff's Department has other duties. The Sheriff has fairly good records as for the mileage and perhaps time spent on serving the writs.

Representative Shaw stated that when he introduced legislation regarding writs Sheriff Jordan appeared to favor the legislation but the Sheriff's Association was totally against the legislation. Sheriff Jordan agreed that there was not enough money coming from the writs to really pay for the services.

Representative Whittemore stated that Travel and Extradition's are combined. Representative Whittemore asked if they could be separate line items.

Accountant Richard Zack stated it could be done. Mr. Zack further stated that on the education and training type of accounts where there is travel involved from someone to go to a seminar, the expense is put in the Travel & Extradition's account. Other types of travel such as traveling from Boscawen to Concord between departments is put under the Travel account. The Sheriff's Department's travel is mostly by cruisers and the cost for that travel would be under Vehicle Fuel and Vehicle Maintenance.

Representative Shaw stated that Vehicle Maintenance under the Sheriff's Department shows \$10,200 so far but last year the Sheriff's Department was concerned because they were not purchasing any new vehicles that the maintenance would be extremely high this year. Discussion followed regarding whether or not a new vehicle was purchased for this year.

Representative Nichols questioned the transfer of \$91,480 under the Courthouse Maintenance budget.

Richard Zack stated the transfer was voted by the Executive Committee transferring funds from one of the Human Services accounts, Board and Care of Children, to the Special Projects account for new parking lot at the Courthouse and engineering fees.

Representative Shaw questioned why under the Human Services account of Board and Care of Children there was \$101,520 already taken out and the account is 52% expended.

Human Services Director Tom Wentworth stated he expected a major surplus in that category.

Representative Shaw questioned whether or not the surplus would eventually catch up to the County and would need to find funds at that time.

Human Services Director Tom Wentworth stated not this year. Expenses are down because the courts are not ordering the placement they used to order or for as long as they used to order. We are getting more federal participation in paying the bills for cost of services. The Division for Children, Youth and Families is going into court and not asking for the same level of services they once did. Mr. Wentworth further stated it is a combination of several factors that has incredibly cut the budget for this year.

Representative Shaw asked Tom Wentworth if the towns and cities had to pick up some of these costs.

Human Services Director Tom Wentworth stated the towns and cities cannot be responsible for more. The law states the County pays twenty-five percent of the cost of court ordered services and DCYF pays twenty-five percent.

Representative Whittemore asked what the current average number of inmates at the Corrections facility is.

Corrections Superintendent Carole Anderson stated the facility is averaging 116 per day.

Representative Lockwood requested an explanation for the transfer of \$12,723 from Adult Diversion Program Personnel account.

Accountant Richard Zack stated the transfer was to the Adult Diversion Program's Supplies, Travel, and New Equipment accounts. Mr. Zack further explained there was a transfer approved by the Executive Committee from Human Services Board and Care of Children of \$8,520 to Adult Diversion Program Facility Costs. There was also a transfer from Placement Services along with Personnel which was divided amongst the three Adult Diversion Program accounts.

Representative Shaw questioned the 99.3% expended figure for Outside Services.

Accountant Richard Zack stated it was property taxes in one lump sum for the year.

Representative Shaw requested an explanation of the Special Care Unit Principal under Debt Service.

Accountant Richard Zack stated the Special Care Unit Principal would be paid along with the second special care interest in November.

Representative Nichols requested explanation of the transfer of \$4,000 in Services for Residents in the Activities Department.

Nursing Home Administrator Tom Matzke explained the transfer represented dental services for the residents.

Representative Shaw made a motion to accept the Third Quarter Financial Report. Seconded by Representative Langer. Hand vote unanimous. Motion approved.

Seeing there was no further business before the Executive Committee, Representative Shaw declared the meeting adjourned at 10:28 a.m.

Ray Langer, Acting Clerk
Merrimack County Delegation
Executive Committee

Executive Committee Meeting December 11, 1996

Chairman Pro Tem David Hess called the meeting of the Executive Committee to order at 11:10 a.m.

The following representatives were present: Representatives Adams, Brown, Daneault, DeStefano, Fraser, Hager, Hess, Lockwood, Rogers, Wallin, Whalley, and Whittemore.

Chairman Pro Tem Hess asked for nominations for the position of Chairman of the Executive Committee.

Representative Whalley made a nomination of Representative Robert Lockwood for the position of Chairman of the Executive Committee. Seconded by Representative Whittemore.

Representative Brown made a motion to close the nominations for the position of Chairman of the

Executive Committee. Seconded by Representative Hager. Motion carried by voice vote unanimously.

Chairman Pro Tem Hess cast one vote for the nomination of Representative Robert Lockwood for the position of Chairman of the Executive Committee.

Chairman Lockwood asked for nominations for Vice-Chair of the Executive Committee.

Representative Wallin made a nomination of Representative Kathy Rogers for the position of Vice-Chair of the Executive Committee. Representative Wallin spoke of the accomplishments of Representative Rogers for the position of Vice-Chair of the Executive Committee.

Representative Adams made a nomination of Representative Whalley for the position of Vice-Chair of the Executive Committee. Representative Adams spoke of the accomplishments of Representative Whalley for the position of Vice-Chair of the Executive Committee.

A secret ballot vote was taken for the nominations of Representative Rogers and Representative Whalley for the position of Vice-Chair of the Executive Committee. Representative Whalley won the nomination in a vote of 7 to 5.

Chairman Lockwood asked for nominations for the position of Clerk of the Executive Committee.

Representative Wallin made a nomination of Representative Kathy Rogers for the position of Clerk of the Executive Committee.

Representative Whalley made a nomination of Representative Elizabeth Hager for the position of Clerk of the Executive Committee.

Chairman Lockwood called for a secret ballot vote for the election of Clerk of the Executive Committee.

Representative Kathy Rogers withdrew her name for the nomination of Clerk of the Executive Committee.

Representative Adams made a motion nominations for Clerk cease. Seconded by Representative Fraser. Nominations ceased.

Chairman Lockwood cast one vote for Representative Hager for the position of Clerk of the Executive Committee.

Chairman Lockwood called upon Treasurer Charles Carroll to address the issue of revenue anticipation notes.

Treasurer Charles Carroll requested authorization from the Executive Committee for the County to borrow thirteen million dollars (\$13,000,000) for the year 1997.

Chairman Lockwood asked Treasurer Carroll for the reason to borrow the money.

Treasurer Charles Carroll stated the borrowing of money is to keep the County solvent through the next year.

Chairman Lockwood read the resolution for revenue anticipation notes. The resolution read as follows: "Resolved that, it being anticipated that no more than thirteen million dollars (\$13,000,000) will be needed during the fiscal year ending December 31, 1997 to meet the demands upon the County Treasury, which there is insufficient money to meet, the Merrimack County Treasurer is hereby authorized to borrow an amount not to exceed thirteen million dollars (\$13,000,000) during said year upon the order of the Board of Commissioners pursuant to NH RSA 29:8."

Motion made by Representative Whittemore to accept the resolution for revenue anticipation notes. Seconded by Representative Fraser. Discussion followed.

Representative Wallin asked if the Treasurer knew the interest rate for the anticipation notes.

Accountant Richard Zack stated the interest rates fluctuate. The interest rates for January 10, 1996 were 3.62% and August 1996 were 3.89%. Mr. Zack stated it was his hope the rate would be under 4%.

Representative Wallin questioned why the County has not moved to a June/July fiscal year.

Commissioner Trachy stated the County did a study with Doug Hall to analyze the change to a fiscal year of June/July. At that time, it was decided it would not be beneficial for the County to do it.

Chairman Lockwood acknowledging no further questions asked for a voice vote on the motion to accept the resolution on revenue anticipation notes made by Representative Whittemore, seconded by Representative Fraser. Motion carried by voice vote unanimously.

Chairman Lockwood asked Commissioner Trachy if there were any transfers at this time.

Commissioner Trachy stated there were not any transfer requests at this time. Commissioner Trachy stated there would be transfer requests in January in the areas of Corrections due to increased medical costs and in the Diversion budget. Commissioner Trachy stated the Board of Commissioners have accounted for all the transfers in the 1996 surplus. Commissioner Trachy stated the bottom line would stay the same although transfers will need to be done when accounts are closed in January so there will be no negative balances in accounts.

Representative Lockwood asked if there would be any substantial transfers in January.

Commissioner Trachy stated the Nursing Home is looking at a \$60,000 transfer. Commissioner Trachy reported Tom Matzke, Nursing Home Administrator, has cut back on spending over the past three months.

Commissioner Trachy stated there would also be a need for funds to continue the project on the residential property.

Commissioner Trachy stated the County Attorney's Office had a request for transfer but the money was put into the 1997 budget for some software and supporting money needed to implement a state wide database. The County Attorney's computer

operation needed upgrading to accommodate the new system. The money will be expended in January out of the 1997 dollars.

Representative DeStefano asked if the figure in the proposed 1997 budget for the County Attorney's Office included the money for the software.

Commissioner Trachy stated the figure in the 1997 budget did include the money for the software and it would be expended in January of 1997.

Representative Fraser made a motion to adjourn. Seconded by Representative Hager. Motion carried by voice vote unanimously.

Chairman Lockwood adjourned the meeting at 11:37 a.m.

Elizabeth Hager, Clerk
Merrimack County Delegation
Executive Committee

Delegation Meeting December 11, 1996

Chairman Robert Lockwood called the meeting of the Merrimack County Delegation to order at 10 a.m.

Chairman Lockwood called for an introduction by each member of the Delegation.

Chairman Lockwood introduced members of the County to the Delegation.

Chairman Lockwood appointed Sara Lewko as Clerk Pro Tem.

Chairman Lockwood read public notice for the Merrimack County Public Hearing. Chairman Lockwood asked for members of the public to present oral or written testimony regarding the 1997 Budget as proposed by the Merrimack County Board of Commissioners.

Chairman Lockwood recessed the public hearing at 10:10 a.m. after acknowledging no requests by the public.

Chairman Lockwood opened the Merrimack County Delegation Meeting following the public hearing.

Chairman Lockwood stated the agenda for the meeting as outlined in the Merrimack County Delegation Public Notice of November 29, 1996.

Chairman Lockwood explained the procedures of the meeting for new members of the Delegation. Chairman Lockwood further explained the responsibilities of the Delegation members and subcommittees during the budget year.

Chairman Lockwood brought the Delegation Questionnaire to the members' attention and urged members to complete and return the questionnaire by the end of the meeting.

Chairman Lockwood explained the mileage reimbursement to the members.

County Administrator Carol Bickert stated mileage reimbursements are done on a quarterly basis.

Clerk Pro Tem Sara Lewko called the roll. A quorum was declared with 36 members present. The following representatives were present: Representatives Adams, Anderson, Brown, Burney, Chandler, Colburn, Crosby, Crowell, Daneault, Dunn, Feuerstein, Fraser, French, Hager, Hess, Hoadley, Krueger, Lamache, Langer, Larabee, Lavoie, Leber, Lockwood, Marshall, Maxfield, Morrill, Nichols, Owen, Rogers, Seldin, St. Cyr, Stuart Gile, Wallin, Whalley, Whittemore, and Yeaton.

Chairman Lockwood stated he would receive nominations for the position of Chairperson for the Delegation.

Representative Whalley nominated Representative David Hess. Representative Whalley stated the accomplishments of Representative Hess in consideration for the position of Chairperson of the Delegation.

Chairman Lockwood noted no further nominations.

Motion made by Representative Hager to close nominations and cast one ballot for David Hess for the position of Chairperson of the Delegation. Nomination carried by unanimous voice vote.

Chairman David Hess thanked the Delegation for their confidence. He further stated there are four things he will bring to running meetings and they are fairness, openness, orderliness, and expeditiousness.

Chairman David Hess asked for nominations for the position of Clerk of the Delegation.

Representative Lockwood nominated Elizabeth Hager for the position of Clerk of the Delegation. Representative Lockwood stated the accomplishments of Representative Hager in consideration for the position of Clerk of the Delegation.

Chairman Hess acknowledged no further nominations.

Motion made by Representative Langer to close nominations and cast one ballot for Elizabeth Hager. Seconded by Representative Daneault. Motion carried unanimously.

Chairman Hess called for nominations for Vice-Chair of the Delegation.

Representative Langer made a nomination of James Whittemore for the position of Vice-Chair to the Delegation. Representative Langer stated the accomplishments of James Whittemore for the position of Vice-Chair of the Delegation.

Chairman Hess acknowledged no further nominations for the position of Vice-Chair of the Delegation.

Representative Daneault made a motion to cease nominations and cast one ballot for nomination of James Whittemore for the position of Vice-Chair of the Delegation. Motion carried by voice vote unanimously.

Chairman Hess stated the next order of business would be the election of the Executive Committee members. Chairman Hess explained the responsibilities of the Executive Committee. Chairman Hess stated the Executive Committee has been twelve members of the Delegation membership. Based on the ratio of elected Republicans and Democrats, a committee of twelve would be seven Republicans and five Democrats.

Chairman Hess recessed the meeting at 10:30 a.m. for caucus of the Republicans and Democrats respectively.

Chairman Hess reconvened the meeting at 10:50 a.m.

Chairman Hess asked for nominations for the seven Republican members of the Delegation and five Democrat members of the Delegation to become members of the Executive Committee.

Representative Dunn nominated the Democrat members to the Executive Committee as follows: Representatives Daneault, DeStefano, Fraser, Rogers, and Wallin.

Representative Lavoie nominated the Republican members to the Executive Committee as follows: Representatives Adams, Brown, Lockwood, and Whalley.

Representative Whittemore expressed his concern that members of the Executive Committee understand their responsibility in attending meetings. Representative Whittemore stated the attendance in the past years have been less than desirable.

Representative Lockwood made a motion that nominations be closed and one vote cast for all members. The motion was seconded by Representative Fraser. Motion carried by voice vote unanimously.

Chairman Hess stated the next order of business would be the resolution authorizing continuing expenditures. Chairman Hess read the resolution as follows: "Resolve that, until appropriations for

expenses of Merrimack County for the year are made, departments and agencies are authorized to continue, in 1997, at rates of expenditure authorized for 1996."

Representative Wallin made a motion to adopt the proposed resolution. Seconded by Representative Fraser. Motion carried by voice vote unanimously.

Chairman Hess expressed the need to have the Delegation Questionnaire returned promptly. Chairman Hess stated the questionnaire is needed to decide on a freshmen orientation and to assign members to subcommittees.

Chairman Hess stated the intention is to let the members of the Delegation be aware of the members assigned to each subcommittee by the Friday after Christmas, December 27th. Chairman Hess further stated there would be a schedule of Executive Committee and subcommittee meetings for the months of Jan. and Feb. by January 1st.

Chairman Hess stated if the questionnaire indicates the need for a freshman orientation then it would be scheduled on or before the first of January.

Chairman Hess stated the Administration staff has stated the County budget workbooks would be distributed to the Delegation members by the first session date of January 8th.

Representative Wallin asked how many representatives have been assigned in the past to each subcommittee?

Chairman Hess responded that the number of representatives per subcommittee has been balanced to 6 to 8 members per committee. It also depends on the interest of the representatives and the size of the department budgets.

Representative Wallin asked Chairman Hess if he would be taking recommendations from the other side politically as far as the composition of the subcommittees.

Chairman Hess stated by statute he is supposed to take recommendations and would welcome input. Chairman Hess also asked that if Representative Wallin has suggestions or recommendations she let him know and the representatives involved know to inform him so that he could take their requests under consideration.

Chairman Hess asked for other business to be raised.

Representative Lockwood requested a letter of recognition be sent to former Clerk of the Delegation and Executive Committee Mary Holmes for the many years she served Merrimack County.

Chairman Hess stated the letter would be sent by acclamation on behalf of the Delegation.

Representative Rogers requested a letter of recognition be sent to former Vice-Chairman Jack Weeks for the many years he served Merrimack County.

Chairman Hess stated the letter would be sent by acclamation on behalf of the Delegation.

Motion made by Representative Wallin to adjourn. Seconded by Representative Langer. Motion carried by voice vote unanimously. Meeting adjourned at 11:05 a.m.

Chairman Hess reopened the public hearing at 11:05 a.m. to hear the presentation of the 1997 budget.

Chairman Hess recognized Commissioner Stuart Trachy to make a summary presentation of the 1997 budget.

Commissioner Trachy congratulated the new officers and welcomed the new and returning delegation members.

Commissioner Trachy gave a brief overview of the 1997 budget. Commissioner Trachy stated the Board of Commissioners feels this budget is high and is hoping that after the subcommittees have viewed it

and made changes, the end result will show the numbers to be different.

Commissioner Trachy stated that over the past five years the County has seen only a 1.5% increase on average.

Chairman Trachy stated the budget fully funds the existing programs at this time. The Board is not recommending any new programs.

Commissioner Trachy stated the Nursing Home is fully funded and the County is experiencing some increases in this area. The County is constantly increasing the care at the Nursing Home because of the level of patients residing at the Nursing Home. Commissioner Trachy stated statistics will show Merrimack County runs the most cost effective public nursing home in the State.

Commissioner Trachy stated the budget indicates the continued funding of the cost effective Academy and Adult Diversion programs. Commissioner Trachy stated these programs are the way of the future because of expanding prison populations. The County is keeping people who do not need to be incarcerated out in the community continuing to work but providing restitution through these programs.

Commissioner Trachy stated the County has been hard hit in the area of fringe benefits in 1997. During the budget process the County was hit with a 17.8% increase in Blue Cross/Blue Shield rates. The Board of Commissioners along with the administrative staff have been looking into expanding the offerings for health insurance that the County does have with the hopes that the County could cut some of those costs.

Commissioner Trachy stated the County was also hit with a heavy workers' compensation rate increase. Commissioner Trachy stated the rate reflects a three-year historical number for which the premium is based on. The County will continue to strive to lower the costs in workers' compensation.

Commissioner Trachy stated the County will continue to receive the Medicaid Proportional Share money. This is a big portion of the Nursing Home income.

Commissioner Trachy stated the County does not know how long that money will continue to be available.

Commissioner Trachy stated the Board is proposing the renovation of a residential property located on the Nursing Home property for the relocation of Cooperative Extension. The Nursing Home is losing Medicaid reimbursement because of the current space utilized by the Cooperative Extension. Commissioner Trachy stated although the County would be putting money up front to renovate, the County would gain it back and much more in the Medicaid reimbursement.

Commissioner Trachy stated the Board of Commissioners will fully cooperate with the subcommittees to have a budget in place by late February.

Chairman Hess asked for any member of public, Delegation, or County who wished to speak on the budget. No requests noted.

Motion made by Representative Langer to adjourn the Public Hearing. Seconded by Representative Whittemore. Motion carried by voice vote unanimously.

Chairman Hess adjourned the meeting at 11:10 a.m.

Elizabeth Hager
Clerk
Merrimack County Delegation

1996 ANNUAL REPORT

MERRIMACK COUNTY COMMISSIONERS

As County Commissioners we are elected to manage the business of Merrimack County government. Our goals are to ensure the highest quality County services and the best possible working conditions for our employees, while maintaining the economical and efficient use of County tax dollars. To accomplish those goals we rely on the cooperation of the County Delegation, the support of other elected County officials, and the daily work of over 600 County employees. This annual report is testimony to the accomplishments of all those individuals.

If you have ever tried to park in the County parking lot in Concord, you know that finding a vacant spot has become increasingly difficult over the years. This year we planned an expansion of the parking lot at the County Complex. Plans included an increase in the number of parking spaces, an additional entrance to the lot off Pitman Street, a change in the traffic flow, paving and new lines. We hope this will help citizens who come to Concord to conduct County business.

We considered several other changes to the County complex in Concord, including expansion space for the Register of Deeds and relocation for the offices of the County Attorney, County Treasurer, Human Services, Human Resources and County Administration. In meetings with the New Hampshire Bureau of Court Facilities we also reviewed plans to renovate the Merrimack County Superior Court Building.

Over the years several County properties in Boscawen had been used as private residences. This year we concluded that these houses should be converted to a more productive use for County

business. We authorized the new Academy Program of the Merrimack County Department of Corrections to move into one of those properties. We also considered the relocation of the Merrimack County Cooperative Extension program.

The escalating cost of health insurance premiums caused many of our employees to switch their BlueChoice coverage to the more cost effective HMO plans offered by the County. As a consequence, we lost our ability to offer health insurance coverage for non-contract employees through the New Hampshire Municipal Association. These changes are never easy, and we appreciate the cooperative spirit in which many of our employees had to change their insurance carriers. Fortunately, we were also able to expand dental coverage for our employees and increase their options for our deferred compensation benefit.

The heart of County government is its employees. We are fortunate in Merrimack County to have a remarkably talented and dedicated group of employees. This annual report contains concrete evidence of that talent and dedication. We hope as you read this report you will share the pride we feel in what they have accomplished on your behalf.

Merrimack County Commissioners

Stuart D. Trachy, Chairman
Kenneth L. McDonnell, Vice-Chairman
Larry J. Boucher, Clerk

1996 ANNUAL REPORT

TREASURER'S DEPARTMENT

Merrimack County continues to have a double "Aa" Bond Rating.

In 1996, Merrimack County shows a surplus of \$852,000.

I would like to acknowledge my gratitude and thanks to accountants Richard Zack and Michael Rivard for their outstanding help during the 1996 year.

Our auditors report detailing the County revenues and expenditures for 1996 will be found starting on page 135.

Charles T. Carroll
Treasurer

EDNA C. MCKENNA TRUST FUND

On August 17, 1983, Merrimack County created and established Edna C. McKenna Trust Fund for the primary benefit of residents at the Merrimack County Nursing Home in accordance with laws of the State of New Hampshire, RSA 23:13-22.

During 1996 the following purchases were made:

Gift Shop Resale Items	\$20,613.00
Flowers for New Residents	898.00
Fun Fest	1,175.00
Rockers	2,000.00
Gazebo	3,649.00
Canopy	600.00
Christmas trees, decorations, presents, and party	1,357.00
Boat Trip	50.00
Patio Umbrellas	287.00
Tape Player / Radio	85.00
Other	431.00
TOTAL PURCHASES	\$31,145.00

It is with greatest pleasure that we are able to make the residents stay a little happier with the above purchases.

We hope to provide the residents with these extras through the Edna C. McKenna Trust Fund. Donations to this fund will be accepted through Charles T. Carroll, Merrimack County Treasurer, 163 North Main Street, Concord, New Hampshire 03301.

Charles T. Carroll
Trustee of Trust Fund

DONORS	AMOUNT
Arlene Eames & Beverly Stallworth	\$2,000.00
Arlene Carroll	724.56
Rotary Club of Concord	500.00
M.C.N.H. - Auxilliary	500.00
Anonymous Donor	452.00
Capital City Rotary Club	400.00
Richard and Jan Merrell	400.00
Henniker Rotary	300.00
Susan L. Ball	200.00
Robert & Betty Philbrick	200.00
Thomas Rodd	200.00
Rotary Club of Bow	200.00
Elaine Cannan	200.00
Tilton-Northfield Rotary Club	200.00
Gail Glines	160.00
William F. Smart	150.00
Richard Abbott	100.00
The Rowley Agency	100.00
Joan T. Palisi	100.00
Ruth Lang	100.00
Jonathan Otterson	100.00
Franklin Rotary	100.00
Davis and Towle	100.00
Robert and Shirley Meyers	100.00
Alvin Farnsworth	100.00
Sylvia A. Baker	100.00
Rita Annicchiarico	100.00
Janet Reed	80.00
Wendy and James H. Hayes Jr.	75.00
Bonnie Labrack and Francis Dufour	60.00
James and Rita Irish	60.00
N.H. Div. of Public Health	60.00
Hilda W. Goodnow	60.00

Hall, Morse, Anderson, Miller and Spinella	57.24
Clarence E. Seaward	50.00
Chuck and Lynn Olive	50.00
Mr. and Mrs. C. Thomas Brown	50.00
Al Picconi	50.00
Richard Harbour	50.00
Mrs. Ellen Harbour	50.00
Sandra T. Melillo	50.00
Edna M. Johnson	50.00
Beatrice Moore	50.00
Florence Demerse	50.00
Daniel and Theresa Church	50.00
Lorraine Smith	50.00
Gretchen Smith-Siemion	50.00
Paul Orcutt	50.00
Anne-Marie Flavin	50.00
Mr. and Mrs. James McCoy	50.00
William DesGrosseilliers	50.00
Pauline Niven	50.00
Walter Morse	50.00
Jeanne Cusson	50.00
Margaret Cusson	50.00
Harry Maxfield Jr. Trust	50.00
Wilmax Builders	50.00
Mrs. Jeannette O'Connell	50.00
Natalie Wolf	50.00
Robert and Judith Carson	50.00
Charles E. and Doris M. Ross	50.00
NEA New Hampshire	50.00
Charles W. Schiess	50.00
Mr. and Mrs. Richard Stillman	50.00
Dr. and Mrs. Andrew J. Pryharski	50.00
Richard Clarke	50.00
Charlotte Blair	50.00
Ralph P. Burleigh	45.00
Robert Hunt	45.00
Willis Dyment	40.00
Marilyn H. Greenhalge	35.00
N.H. Div. Health & Human Services	35.00
Office of Child Support	35.00
International Order of Odd Fellows	35.00

Rev. William and Janet Grier	35 . 00
Edward Rainville	30 . 00
M.C.N.H. SCU Employees	29 . 00
Advanced Recycling	27 . 80
Lois H. Caveney	25 . 00
Richard J. Campbell Sr.	25 . 00
Theresa N. Noonan	25 . 00
Lin Hurd	25 . 00
Geraldine D. Dean	25 . 00
Loraine Fontaine	25 . 00
Donald and Janice Steenbeke	25 . 00
Preston Trombley	25 . 00
Doris & M.J. Kashulines	25 . 00
Mr. and Mrs. Douglas Miniutti	25 . 00
Mr. and Mrs. James Blaisdell	25 . 00
Mrs. Lorene Young	25 . 00
Mr. and Mrs. Wilfred Routhier	25 . 00
E. Jennings	25 . 00
Evelina Coen	25 . 00
Gerald Gagnon	25 . 00
Ruth Rufo	25 . 00
Donald A. Vigue	25 . 00
Atha G. Adams	25 . 00
Louise M. Frost	25 . 00
Harry G. Flanagan, III	25 . 00
Carol A. McCann	25 . 00
Richard A. Letendre	25 . 00
Frederick and Faith Green	25 . 00
Barbara B. Wood	25 . 00
Mr. and Mrs. Hebert Farnum	25 . 00
Paul and Wanda Burgess	25 . 00
Dolores Cooks	25 . 00
David L. Sandoe III	25 . 00
Roderick and Cynthia Cyr	25 . 00
Cheryl and Ralph Quimby	25 . 00
William and Carol Cohen	25 . 00
Concord VFW Post 1631	25 . 00
Bow Memorial School	25 . 00
Mrs. Adele Fyfe	25 . 00
Lois J. Wilson	25 . 00
Margaret S. Moon	25 . 00
Dr. and Mrs. John R. Porter	25 . 00

Mary L. Bedard	25 . 00
Dorothy M. Ross	25 . 00
Ruth and Niels Pauich	25 . 00
Barbara Marks	25 . 00
Charles and Barbara Parks	25 . 00
Cindy Watson	25 . 00
Lake Sunapee Region V.N.A.	25 . 00
Waters Funeral Home	25 . 00
Peter Bartlett	25 . 00
Hitchcock Clinic Pediatrics North	25 . 00
Damon Kenison	25 . 00
Laura Jean and Andy Beeler	25 . 00
Vernon Knowlton	20 . 00
Ruth Hobson	20 . 00
James F. Shannon	20 . 00
Lois Woodman	20 . 00
William Dupont	20 . 00
Sameul Hodgins	20 . 00
Sr. Louise Fafard	20 . 00
Rankin Wright	20 . 00
John J. Hickey	20 . 00
Rita T. Novak	20 . 00
Lorie Schappert	20 . 00
Carol Schonfeld	20 . 00
Ethel and Kenneth Herrick	20 . 00
Mrs. Arabella Tuttle	20 . 00
Leona Geary	20 . 00
Mr. and Mrs. Nelson Maltais	20 . 00
Olivia Phipps	20 . 00
Juliette Miner	20 . 00
Dorothy M. Downing	20 . 00
Asa and Sandra Maynard	20 . 00
Nancy, John and Jed Dougherty	20 . 00
Marc Benson, Greg Andruschkevich, Tom Adams Jr., Eva M. Scheigh	20 . 00
Philip and Esther Fontaine	20 . 00
Evelina I. Coen	20 . 00
Barbara Lee	15 . 00
Harold and Jean Rose	15 . 00
Mr. and Mrs. Kennedy Shibles	15 . 00
Norma Wright	15 . 00
Thomas and Evelyn O'Connor	15 . 00
Triple J. Farm	15 . 00

M.C.N.H. - Dietary Staff	14.25
Veronique Desmarais	10.00
Henry Havey	10.00
Dorothy Bartlett	10.00
Barbara Walls	10.00
Mary G. Annichiarico	10.00
Margaret Karam	10.00
Mrs. Ruth LaBontee	10.00
Elizabeth Jelley	10.00
A.T. Boissy	10.00
Cecil Worster	10.00
Elia Desloges	10.00
Arthur Vayens	10.00
Patricia Foster	10.00
Lea Duhaime	10.00
Nora M. Gardner	10.00
Marie C. Knapton	10.00
Doris K. Jesseman	10.00
Odias and Dorothy Laroche	10.00
Doreen Schroder	10.00
Marion Gokey	10.00
Mr. and Mrs. Kenneth Pearl	10.00
Henry Perkins	10.00
Robert and Eva Hafermann	10.00
Mr. and Mrs. Church	10.00
Mrs. Marjorie Norell	10.00
Emily Gulick	10.00
Mr. and Mrs. Charles Connors	10.00
Mr. and Mrs. Louis Sillari & Family	10.00
Mrs. Kenneth S. Fortier	10.00
Mr. and Mrs. Jack Towle	10.00
Raymond Gourley	5.00
Richard and Pauline Gagne	5.00
Kathryn Clark	5.00
Bertrand Duhamel	5.00
Mrs. Pauline Gagne	5.00
Donald Driganti	5.00
Maurice H. Hebert	5.00
Beverly Heath	2.50

1996 ANNUAL REPORT

<h3>MERRIMACK COUNTY ADULT DIVERSION PROGRAM</h3>

The Diversion Program received 32 referrals and graduated 24 people in 1996 with a zero recidivism rate thus far! The program participants paid \$9,371.31 in restitution to victims and collected \$2,450.00 in assessment fees.

The Adult Diversion Program has served the towns and cities of Merrimack County with 13,447.75 hours of community service in 1996. These hours of community service are a direct benefit to the taxpayers and various organizations of the county. The program participants provided labor to the extensive rehabilitation of one of the residential properties which we eventually moved into. This property required work in the basement in order to stabilize the structure. The majority of the work was provided by Diversion labor.

The Advisory Board continues to grow and remains very committed to steering the program toward success.

Respectfully submitted,
Leigh A. Freire
Director

1996 ANNUAL REPORT

OFFICE OF THE COUNTY ATTORNEY

The Office of the County Attorney ended 1996 with the same paid staffing level as it began the year. The Office is staffed by eight full time attorneys and one part time. Howard Helrich serves as Deputy County Attorney, carrying a full case load, as well as assisting in the overall operations of the department. Elizabeth Keane is responsible for the prosecution of sexual assault cases, of which the majority of victims are children. The Multidisciplinary Child Abuse Response Team is headed by Attorney Susan L. Alfin. The response team is made up of a group of professionals from a wide variety of disciplines including medical, social services and law enforcement who are committed to providing a unified response to sexual assault investigation and providing training to law enforcement and connected agencies in the area of sexual assault investigation. Attorney Anthony Shepherd, in addition to carrying a full case load, is specializing in the enhanced prosecution of "career criminals". Attorney Susan Venus continues her role as the special prosecutor for controlled drug prosecution under a grant from the New Hampshire Attorney General. Attorney Venus provides assistance under this grant not only to the citizens of Merrimack County, but she is also assigned to assist the northern New Hampshire counties in the prosecution of the New Hampshire Attorney General's Drug Task Force cases. Attorneys Susan Boone and David Rotman provide the balance of prosecutorial representation for the office. Attorney George Stewart continues to act as legal counsel for all Merrimack County departments and also represents Merrimack County on personnel issues. Through the utilization of Attorney Stewart as "in house" counsel, the County has accomplished significant savings since it has eliminated the need to pay for outside legal counsel.

Cassandra Erickson and Thomas Van Beaver continue as paralegal victim/witness coordinators for the office. Both Ms. Erickson and Mr. Van Beaver provide legal assistance to staff attorneys as well as providing notification and assistance to all victims and witnesses who are involved in cases handled by the office. Additionally, Mr. Van Beaver helped to coordinate a federal grant received by the New Hampshire County Attorney's Association, through the Attorney General's Office, that provided and trained statewide law enforcement agencies to use forensic quality Polaroid cameras. Through this grant, over 350 cameras were distributed which will greatly enhance law enforcement in the area of domestic violence.

The Merrimack County District Court Prosecution Program has expanded to include 19 towns within Merrimack County. For those towns participating in the program, an Assistant County Attorney is assigned to the town and provides professional representation in the district courts. Additionally, a significant increase in public safety is accomplished by freeing up local law enforcement officers to provide effective law enforcement to their communities. In addition to district court representation, the attorney is available to these departments by page, 24 hours a day, to provide legal advice and assistance. Reimbursement to the County on an annual basis is provided by the towns participating in the project.

The Concord Jury Trial Project, which has brought misdemeanor jury trials to the Concord District Court, expanded beyond Concord to include all towns that are in the jurisdictions of the New London, Pittsfield, and Henniker District Courts. With the addition of the Hooksett District Court in March 1997, additional demands will be placed on the Office of the County Attorney.

The Office of the County Attorney has efficiently adapted over the past year to professionally and competently meet the increased demands placed on

it by an ever-changing environment both in law enforcement and in the courts. The office is indebted to the citizens of Merrimack County for their continued support.

Respectfully submitted,
Michael Th. Johnson
Merrimack County Attorney

1996 ANNUAL REPORT

MERRIMACK COUNTY SHERIFF'S OFFICE
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The Merrimack County Sheriff's Office continued its progressive trend during 1996, despite operating within the constraints of a conservative budget. Careful scrutiny of expenses culminated in the operation's expenditures under budget.

I offer my sincere appreciation to all of the county agencies that assisted the Office of the Sheriff to make 1996 a successful year. The County Delegation has my gratitude for their efforts and continued support relative to budget issues. We were able to maintain costs and still provide the citizens of Merrimack County with efficient, professional services.

Noteworthy appointments, awards, and events of 1996 included the following;

- June brought many changes within Sheriff's Office administration and personnel. On May 31, Captain Carl Russell retired from service. On June 1, Captain George Fitts was promoted to Operations Director, and Deputy Sheriff John W. Hannigan was promoted to Sergeant to enhance the services that the Sheriff's Office provides to the communities and citizens of Merrimack County. The organizational structure was consolidated into one basic unit, making each deputy more versatile and able to perfect all of the functions the Sheriff's Office is required to perform.
- Sgt. John W. Hannigan was honored at the 1996 County Sheriff Employee of the Year at the New Hampshire Association of Counties Annual Conference held in October.
- Deputy Sheriff Robert McManus and Support Services staff member Jennifer Blood were

presented with Outstanding Achievement awards by Sheriff Jordan in recognition of meritorious service to the county at a ceremony held in the county court house.

- On June 4, 1996, Sheriff Jordan; Concord Police Chief David Walchak; Nancy Spater, Executive Director of the Retired Senior Volunteer Program; and Charles Kelly, President of the Concord Chapter of the American Association of Retired Persons; signed a Triad Joint Resolution. The Triad program consists of a three-way effort among the County Sheriff, Police Chief in the community, and the retired elder leadership in the community who agree to work together to reduce criminal victimization of the elderly and to enhance the delivery of law enforcement service to the senior citizens of the community.
- Sheriff Chester Jordan was reappointed to the National Sheriffs' Association Audit Committee, which reviews expenses for the National Association's 10 million plus budget. He also was reappointed to the Court Security and Transport, Detention and Corrections, and Membership Committees.
- The Merrimack County Sheriff's Office sponsored two state-wide Telecommunications training schools in conjunction with the New Hampshire Emergency Dispatchers' Association. The 40-hour training session's topics included radio procedures, crisis intervention, and hazardous materials. The program proved to be successful and was sanctioned by the New Hampshire Police Standards and Training Council.
- The Sheriff's Office also sponsored two state-wide Civil Process Seminars in conjunction with the New Hampshire Sheriffs' Association. The primary focus of the seminar was to unify the service of civil process state-wide.

1996 STATISTICS

Arrests from civil and criminal warrants remained on an equal par, with an insignificant decrease of 2 actual arrests from the 1995 total. Warrants Received increased by a modest 7% over prior year's receipts. Arrests out-numbered warrants received by 11%, attributable to eliminating residual backlog cases.

Civil Process Served continued on an upward trend and increased by 14.3% in 1996; a 4-year high. Consequently, Civil Process Revenues increased by 4.3% for the year. We attribute such increases to economic market and political instability and apprehension for future trends.

Revenues from Court Bailiff Services a) Concord District Court Contract was renegotiated in 1996 and produced a modest increase of 2% in revenues received from the 1995 total; b) Merrimack County Superior Court revenues rose by 17.3% due in part to recently enacted legislation which required the state to reimburse expenses due to the employment of bailiffs servicing the county courts. Discussions are still in process to expand the reimbursements for uniform and training expenses still unclarified by the RSA. The increase is also due to heavier utilization of bailiff services for courtroom and court house security.

Vehicle Operation: a) Repair costs rose by 2.4% in 1996. Expenses were kept to this level by strict, conservative measures taken in fleet repairs. No monies were budgeted in 1996 for the purchase of replacement vehicles - this burdened the fleet management program of replacing two vehicles per year. Five of eleven vehicles currently have over 100,000 miles. Costly repairs were deferred as long as possible only to keep the fleet running in safe operating conditions and still maintain expenditures in line with budget appropriations for vehicle maintenance. b) Fuel costs rose by 16.5% in 1996, while Cruiser Mileage decreased

insignificantly by less than 1%. Contributing factors to fuel cost increase include the operation of older, less fuel-efficient vehicles, the spread of prisoner transport and extradition throughout the state and the northeast, and service of civil process involving more time and travel to complete, as evidenced by the 14.3% increase in civil process served.

Prisoner Transports remained at the 1995 levels through 1996. Transports to and from Superior Court (mandated) constitute 40.3% of total transports in 1996; transports to district courts represent 47.4%; while other prisoner transports (i.e., probate court, Correctional facility, medical, IEA, etc.) conclude transports at 12.3% of the total.

Respectfully submitted,
Chester L. Jordan
High Sheriff

1996 ANNUAL REPORT

MERRIMACK COUNTY REGISTRY OF DEEDS

The Merrimack County Registry of Deeds had an encouraging year during 1996. We experienced a slight increase in volume of documents recorded during the year, hopefully a sign of better economic times ahead.

We saw a significant increase in the number of refinances and new mortgages that had decreased during the last two years. This was due to the leveling of interest rates and it also appears to have had an impact on the number of sales of real estate.

We have continued with a number of projects that have been ongoing for the past several years. We have completed the input of over eighty years of pre computer era index into our computer system. We have also completed in conjunction with the input project, the conversion of those indexes to optical disk. The ongoing project of scanning the older documents to disk is continuing smoothly. We have backtracked to the early 1970s and now have those documents available on disk.

We are offering the indexes and documents for sale on optical disks. We are confident that this will help alleviate some of the overcrowding that we have been dealing with over the past few years. We are also offering an on-line modem service for index inquiry for current year information. The Title companies, banks, and attorneys using the above systems will be able to complete most of their title work in their office before coming to the Registry to update and record.

We have continued with the restoration and repair of the older historical volumes of records that are in need of repair. We have also continued to address some of the older plans that are in need of restoration and repair.

We have also continued our paper recycling efforts and I would like to express my appreciation to the Tobey School for their continued assistance with this program.

The volume of records increased slightly compared to last year and we continued to bring in substantial revenue to the county. In 1996, the Registry of Deeds collected \$2,851,325.00 in real estate transfer tax which was paid over to the state of New Hampshire. The county received a four percent commission on the total tax which amounted to \$114,053.00 in revenue to the county. The amount collected for recording fees was \$498,306.77, copy fees \$120,511.50 and interest of \$4,892.64 for a total of \$737,763.91 paid over to the County Treasurer.

In 1995 we initiated through legislation, a surcharge fee on documents being recorded. The purpose of the surcharge is to ensure funding for the lease, purchase or rental of equipment in the Registry of Deeds. This surcharge eliminates the need to appropriate funds through the budget for equipment. This account has saved the taxpayers of Merrimack County thousands of dollars. In 1996 we collected \$44,580.00 in surcharge fees that was used for paying the lease of optical imaging equipment.

I would like to again thank my staff for their continued outstanding job that they do in ensuring that the real estate records for Merrimack County are efficiently and accurately received and maintained.

Shown on the next page is a breakdown of the conveyances, mortgages, and miscellaneous instruments recorded during the years 1984-1996. The miscellaneous category includes instruments such as discharges, liens, leases and other like documents.

Year	Convey.	Mortg.	Sub. Tot.	Misc.	Total
1984	5,322	4,890	10,212	8,083	18,295
1985	6,652	6,685	13,337	10,976	24,313
1986	9,059	10,262	19,321	16,187	35,508
1987	7,759	10,931	18,690	17,382	36,072
1988	6,266	8,420	14,686	14,267	28,953
1989	5,671	7,055	12,726	12,616	25,342
1990	4,780	5,085	9,865	11,733	21,598
1991	5,008	4,135	9,143	11,533	20,676
1992	5,305	5,816	11,121	13,645	24,766
1993	5,490	6,515	12,005	14,194	26,199
1994	5,841	5,332	13,022	11,332	24,354
1995	5,893	4,566	10,459	13,351	23,810
1996	5,831	5,521	11,352	12,751	24,103

Respectfully submitted,
Kathi L. Guay
Register of Deeds

1996 ANNUAL REPORT

MERRIMACK COUNTY NURSING HOME

For residents and staff, 1996 was a year of celebration and increased community awareness of our work and life at the Merrimack County Nursing Home. Many people contributed to our success and ability to provide the best possible care as indicated by our unannounced survey by the Bureau of Health Facilities. Nursing service is commended for their dedication to provide quality care in a home-like environment. It is rewarding to have strangers tell us the residents are happy.

The new Special Care Unit ceremonial ribbon cutting was January 31 and the residents moved the next day to their expanded areas which allow more freedom of movement which is so necessary for people diagnosed with Alzheimer's and related disorders. The new dining areas on the 4th and 5th floors were also opened and are appreciated by everyone. We are also able to use these areas to host large group activities of the nursing home and County. The bay windows and decorations create a beautiful atmosphere for dining and allows for improved service and supervision for residents who require assistance with eating.

Significant activities during the year included:

- Mothers' Day Teas on all nursing units.
- Residents' Fashion Show - many residents participated and were able to shop!
- Gazebo Dedication - this fundraising project was successful due to the residents' participation in raising ½ the cost with the Edna McKenna Fund, the Arlene Eames family and the MCNH Auxiliary contributing the remainder. In addition to the purchase of the gazebo, picnic tables, chairs,

umbrellas and a tent were all added to the Sunshine Patio area for everyone's enjoyment.

- Residents participated in the Boscawen Old Home Day parade.
- Hot Air Balloons "took off" from our parking lot.
- Memorial Day was celebrated with a ceremony honoring our residents who are Veterans.
- A Seat Belt Awareness/Safety day sponsored by the Merrimack County Sheriff's Department was held in our parking lot.

Our facility was approved to provide "skilled nursing care" in addition to our intermediate level of care. We receive a higher rate per day to care for residents who need more nursing interventions. This is especially nice for our residents who may experience a medical/surgical problem and require the skilled level once discharged from the hospital; we are now able to have these residents return to our home rather than go to another facility for the short term care. To enhance the provision of rehabilitation, particularly for a fractured hip resident, a full-time physical therapy assistant was hired. All rehabilitation aides have also been relocated to work directly on the nursing unit to bring their services straight to the residents.

The Dietary Department is a behind-the-scenes type of service in our Nursing Home. However, the department provides over 1500 meals per day to our residents, staff, and Corrections Department. All resident meals are based on dietitian/physician orders and often include nutritional supplements between meals. Every special program for residents, staff, and visitors often includes the Dietary Department supplying either coffee, punch, cookies, birthday cakes, etc. The staff continues to meet the big challenge each year for the "FunFest" sponsored by the Rotary Clubs of Merrimack County. The hot dogs, hamburgers, cookies, fruit and drinks are

enjoyed by the residents and the public visiting and enjoying the days' events.

Our staff is a dedicated group of individuals who all have the common goal of what is best for the resident when providing care and making decisions. Their commitment to their work is also evidenced by their participation in their own newsletter which received an award by Compensation Funds of New Hampshire. Our residents are respected and well cared for by these professionals and I enjoy being part of their team.

Love is Ageless - Come Visit Us!

Respectfully submitted,
Thomas P. Matzke
Administrator

1996 ANNUAL REPORT

<h3>MERRIMACK COUNTY NURSING HOME AUXILIARY</h3>
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There are over 147 volunteers who enhance the lives of residents at Merrimack County Nursing Home on a regular basis. Together with volunteer groups from the community, they offer residents friendships, socialization, spirituality and entertainment by their efforts in Activities, Nursing, Food Service and other departments. They run the Gift Shop, Library, Rotary September FUNFEST, Income Tax Assistance, Talking Books and Recycling Programs. They also help provide supplemental services like internal transportation, gardening, pet visitation, clerical work, make-up and grooming and more. Many of the senior volunteers are also members of the Retired Senior Volunteer Program.

The MCNH Auxiliary, in existence since 1959, is a unique group of volunteers who help to provide many of the "extras". They conduct fund-raising projects in order to provide monthly resident birthday parties, foliage bus trips, an annual Christmas store, as well as purchasing a piano and helping with the Resident Bus and Gazebo projects.

Merrimack County volunteers add services valued at more than \$100,000.00 per year at the Nursing Home in Boscawen. They support staff in their effort to provide the highest quality of care to residents while connecting them with the community.

Please contact Merrimack County Nursing Home Volunteer Services at 796-2165, ext. 290 for more information.

Respectfully submitted,
Bobbi Blades
Volunteer Coordinator

1996 ANNUAL REPORT

<h3>MERRIMACK COUNTY DEPARTMENT OF CORRECTIONS</h3>

The Department of Corrections continues to offer significant programming in the area of chemical dependency. These services are provided by a full-time CADAC and a part-time psychologist. Most inmates have a chemical dependency problem, so offering them programs that address these areas is appropriate. We have institutional programs put on by volunteers such as AA and NA as well as the following conducted by Department of Corrections' personnel:

1. Alcohol and Drug Awareness Group:

An entry level, twelve week program consisting of alcohol and drug information and education. Subject matter covered ranges from Understanding Addition, Breaking Down Denial, Medical Aspects, and Recovery.

Number of inmates that have participated in 1996 are 637.

2. Relapse Prevention Group:

A more in-depth, twelve week, study group with the primary concentration on relapse dynamics, triggers and prevention. This group is also utilized to put into place a comprehensive aftercare support plan to assist inmates in maintaining abstinence post incarceration and increase their chances on not re-offending, while reducing the rate of recidivism.

Inmate participation in 1996 has been 270.

3. The Anger Management Group:

The purpose is to provide inmates with information about the roots of anger, styles of coping, teaching alternative methods of dealing with anger, and assisting participants in developing new strategies.

The majority of the participants in this group have been involved in domestic violence and are chemically dependent.

Inmate participation in 1996 has been 281.

4. Individual Counseling:

Inmates seen on an individual basis primarily to begin the assessment phase of rehabilitation, give an overview of all programs available, and refer to appropriate groups and/or in-patient treatment.

Post incarceration total is 233.

Another area of common need for the incarcerated population is in the area of education. Our GED program meets twice a week. The GED program had a total of 394 inmates attend with four inmates earning their GED. The Department also has had the services of a certified teacher who has worked on individual basis with over 81 inmates.

The Training Department is a vital part of the Department of Corrections. In 1996, we hired five (5) new officers and five (5) officers successfully completed the N.H. Association of Counties Corrections Academy. The average number of training hours offered within the Department of Corrections was 58 hours. This past year Sergeant Deal attended Drug Analyst Training in California, and Superintendent Anderson and Assistant Superintendent Doucet attended training at the National Institute of Corrections in Longmont, Colorado.

The Merrimack County Farm has had a long tradition of serving a necessary rehabilitative function by providing sentenced inmates with hard work. None of the changes that have occurred at the farm in the last two years have altered that tradition in any way. The Corrections' Industry has utilized more than 65 inmates in 1996 cutting and stacking cord wood (150 cords), planting and cultivating vegetables, growing flowers which were sold to municipalities and non-profit agencies, as well as growing and selling over

13,000 bales of hay. In late 1996, the Corrections' Industry started recycling cardboard and aluminum cans. These type of enterprises serve a couple of basic functions. They provide revenue for Corrections' Industry as well as teach inmates good work habits.

I would like to conclude this year's annual report by commenting on the importance of the Merrimack Academy as an alternative sentencing program. The Merrimack Academy is a year-long, intensive and structured program which includes both rehabilitation and punishment designed to supplement or replace incarceration. Only non-violent and non-sexual offenders are eligible. Offenders receive a deferred sentence, which could be 1-3 or 2-4 years at the N.H. State Prison or 12 months at the Merrimack County House of Corrections. Sentencing varies based on the offense committed. The deferral and/or suspension of their sentence is based on successful completion of the Merrimack Academy which includes two years of strict probation.

Statistics: The Merrimack Academy has had 59 referrals since the program started in January 1996. Below you will find a breakdown of those referrals.

Out of 59 referrals:

10 were transferred out of county to other Academies.

10 were rejected by the Academy for various reasons.

7 withdrew their plea for various reasons.

8 have violated out of the program and have had their sentences brought forward.

5 have successfully completed and graduated.

18 are currently active in the program.

1 is under consideration.

The Merrimack Academy has provided many life skills workshops to its participants and most of these highly educational classes have been presented by

the staff of the New Hampshire Cooperative Extension Service at no cost to the county. I would like to thank the Cooperative Extension for their generous assistance.

Respectfully submitted,
Carole A. Anderson
Superintendent

1996 ANNUAL REPORT

MERRIMACK COUNTY HUMAN RESOURCES

Some major changes in personnel policies and employee benefits occurred this year which will effect County employees for years to come.

In January we renewed our employee dental insurance with Northeast Delta Dental and increased the maximum annual benefit from \$750 to \$1,000 per person, at no additional cost to our employees. We also amended our Deferred Compensation Plan to allow employees to participate in either PEBSCO (the Public Employees Benefit Services Corporation) or Aetna Investment Services. This is an extraordinarily valuable benefit which we hope more and more of our employees will utilize.

Also in January we convened an Absenteeism Committee, to respond to the concerns of certified nursing assistants about employee attendance. The Committee was composed of 20 employees representing every department at the Nursing Home. Their task was to evaluate the use of sick time and the County sick leave policy, and to make policy recommendations to improve employee attendance. The Committee met eight times over a period of six months and reported its findings to the County Board of Commissioners in June. Representatives of other County departments reviewed their report and made additional recommendations. In December, the Commissioners approved a new County Sick Leave policy incorporating many of the employee suggestions, including a ceiling on annual sick leave allotment, a provision to buy back a portion of unused sick leave, and short term disability coverage for all full time employees.

There were other significant policy changes in December. Greater flexibility was built into the Holiday policy. The Longevity policy was preserved for current employees, but discontinued for

employees hired after January 1st. The health insurance benefit for retirees was retained for all current employees and retirees, but escalating costs required a reduction in this benefit for new employees.

Our renewal rates for BlueChoice increased 17.8%, forcing many employees to switch their coverage to more economical HMO's. As a consequence, the County lost its ability to offer Blue Cross/Blue Shield coverage through the New Hampshire Municipal Association. The restructuring of our health insurance carriers resulted in substantial savings to both the County and our employees.

Enduring policy and benefit changes is always stressful for employees, perhaps especially so for those who must administer those changes. In this regard I would like to thank two individuals who carry the burden of making our policies work. Sara Lewko, the Human Resources Assistant, and Darla Randlett, the Personnel Assistant, are remarkable for their ability to adapt to constant changes in the way we conduct our business. A Human Resources Director could not ask for two more dedicated, thoughtful, competent individuals to serve the needs of our employees. I thank them for their flexibility and continued support.

Respectfully submitted,
Barry L. Cox
Human Resources Director

1996 ANNUAL REPORT

<h3>MERRIMACK COUNTY HUMAN SERVICES DEPARTMENT</h3>

The County of Merrimack is responsible for providing the local match for three state programs that assist elderly and disabled residents, as well as a fourth that serves children and families through any of the five district courts located within the county. In each instance the state makes the initial payment and bills the county the following month for a percentage of program costs as established by the New Hampshire legislature.

Old Age Assistance (OAA) and Aid to the Permanently and Totally Disabled (APTD) provide money payments to residents to make up the difference between their monthly income and \$484, which the state has established as the minimum income level. An average of 160 residents received OAA, while 500 received APTD each month. Intermediate Nursing Care (INC) pays the balance of costs for nursing home residents on Medicaid, after their monthly income is applied. On average, 580 people were assisted each month. Finally, the Board and Care of Children program served an average of 260 families per month with payments to vendors for court ordered services such as counseling and out of home juvenile placements.

Over 300 youth offenders and their families were served in our Juvenile Court Diversion Program. Approximately half were referred by local police departments, avoiding court involvements. The remainder were ordered to the program by one of the five district courts to perform community service assignments. In addition, we have begun an educational program to cope with the increasing problem of juvenile firesetting. We are also extending our prevention efforts by scheduling grade school talks to warn young children of the consequences of inappropriate behavior.

Merrimack County awarded \$252,700 to eighteen agencies or schools to provide prevention programs to children and families. The money for these awards is funneled through the county by the state Division for Children, Youth and Families. A seven member panel familiar with local needs make recommendations on awards which are then approved by the Merrimack County Board of Commissioners.

Grants to agencies providing services to elderly and/or low income residents of the county were in excess of \$287,000. Many of these grants enabled people to live for extended periods of time in their own homes by providing homemaker services, meals on wheels, and transportation. In addition, a grant was made to the Merrimack County Conservation District for \$25,000 and to the UNH Cooperative Extension service for \$235,000.

Under the juvenile statutes, and acting as an agent of the state, Merrimack County is responsible for collecting reimbursement from parents whose children have incurred expenses to the juvenile justice system. This year we collected \$32,337. The county receives credits for 36.25% of that amount, or \$11,722. Finally, the county received credits from the state for \$52,500 as a result of liability disputes on state billing for categorical assistance programs.

CITY & TOWN	OLD AGE ASSIST	AID PERM & TOTALLY DIS	INTRMED.NRS CARE	1996 TOTAL EXPENSES
Allenstown	\$ 3,569	\$ 23,527	\$ 234,341	\$ 261,437
Andover	2,675	5,174	108,430	116,279
Boscawen	1,409	26,758	191,285	219,452
Bow	1,758	3,201	187,779	192,738
Bradford	212	3,384	51,550	55,146
Canterbury	718	828	36,283	37,829
Chichester	424	10,354	36,916	47,694
Concord	37,292	197,385	2,226,225	2,460,902
Danbury	3,497	4,145	10,773	18,415
Dunbarton	151	3,995	28,671	32,817
Epsom	1,565	7,630	246,644	255,839
Franklin	19,876	74,435	777,137	871,448
Henniker	2,909	7,081	44,404	54,394
Hill	71	3,539	16,967	20,577
Hooksett	6,581	28,340	279,546	314,467
Hopkinton	0	6,492	131,257	137,749
Loudon	480	5,173	117,090	122,743
Newbury	462	4,292	32,292	37,046
New London	408	5,105	204,306	209,819
Northfield	5,906	27,413	102,146	135,465
Pembroke	1,507	22,970	143,669	168,146
Pittsfield	1,954	34,732	86,373	123,059
Salisbury	0	3,529	30,007	33,536
Sutton	440	2,548	51,562	54,550
Warner	2,582	11,953	42,780	57,315
Webster	529	2,361	71,808	74,698
Wilmot	1,394	2,927	81,700	86,021
TOTALS	\$ 98,369	\$529,271	\$5,571,941	\$6,199,581

Respectfully submitted,
Thomas W. Wentworth
Human Services Director

1996 ANNUAL REPORT

MERRIMACK COUNTY, UNH COOPERATIVE EXTENSION
--

Cooperative Extension is an active component of Merrimack County, representing a strong tradition of partnership between the county, state and federal government. It brings to county residents research based information and education in two broad program areas: Natural Resources and Family, Community and Youth.

4-H and Youth Development - Deborah Cheever, Nancy Evans

The mission of 4-H is helping youth to acquire knowledge, develop life skills and to form attitudes that will enable them to become self-directing, producing and contributing members of society. Youth in Merrimack County were involved in club projects in the areas of plant science, animal science, consumer education, textiles and clothing, money and resource management, foods, food preservation and health, self-care, and leadership development. Volunteers supported the youth activities and projects. An additional 4,000 youth were reached through school enrichment programs, camps and short-term special interest courses and projects.

Family Development - Judith Bush, Marilyn Sullivan, Kathleen Jaworski, Deborah Luppold

Information and increased knowledge about parenting, family resource management, budgeting, healthy lifestyles, good nutrition, food safety, and food preservation has reached many county residents. Classes, newspaper articles, TV, radio, individual contacts (telephone), and fact sheets are methods used to reach citizens. A total of 252 volunteers have participated in Family Development programs through NH Celebrates Wellness teams, teaching Family Focus parenting programs, and

providing group leadership for Financial Empowerment For Women seminars.

Agricultural Resources - David Seavey, John Porter, Virginia Hast, Paul Belhumeur

In response to the changing agriculture in Merrimack County, Extension Educators find that conservation of natural resources is an important component. With a growing number of novice landowners with small acreage but many needs and questions as they manage their environments, UNH Cooperative Extension is there to answer phone requests (approximately 4,000 agriculture and gardening questions in 1996), hold demonstration meetings for commercial farmers and the public, provide fact sheets and newsletters, speak to groups, work with roadside marketing operations and provide many other supports.

Conservation of natural resources is an important component involving field research and demonstrations in land application of sewage, sludge, athletic field development, and town beautification projects.

Tourism, integrated pest management, an expanded Master Gardener program, and water quality education efforts have also reached county residents.

Forestry, Wildlife and Water Resources - Timothy Fleury

Merrimack County is predominately forested. 492,000 of the county's 599,000 acres are covered in trees. This accounts for 82% of the total land area. With a population of over 120,000 people, it is the third most populous county in the state. This interplay of people and trees result in an active interest by county residents in issues related to their natural surroundings.

Woodlot owners have shown a great deal of interest in the Forest Stewardship Program. Forest Stewardship encourages people to care for all the resources on their land; timber products, cultural and historical resources, wildlife and fisheries, water, aesthetics, recreation, and rare plants and animal communities.

One-on-one woodlot visits, radio, newspaper, phone calls, and group meetings are ways that the UNH Cooperative Extension Forest Resources program meets the needs of the county's residents.

WORKING WITH COUNTY GOVERNMENT

As an active component of Merrimack County government, Cooperative Extension staff supports the county in the following ways:

- In the Adult Diversion Program and the Academy Program, many of the "life skills" classes are taught by Educators Judith Bush, Marilyn Sullivan and Kathleen Jaworski. These classes cover personal, money and time management skills; nutrition and food safety issues; and parenting and family relationship issues.
- Master Gardeners support the gardens that surround some county building by planting and maintaining the areas.
- The County Forester works with the Commissioners in management of county forest land.
- Educator Judith Bush works with the County Attorney's office in their community work with the district courts and family violence issues.

STRENGTHENING NH COMMUNITIES INITIATIVE

Focus groups conducted across the county voiced the need for a greater sense of community,

increased citizen participation, a strong work ethic among youth, and a balance of human needs, economic growth and environmental issues. Here are some examples of how staff reach communities. Working with NH Rural Development with their community visits, working with community groups to develop Community Profiles and after school programs, family violence coalitions, land management and natural resource plans, and supporting specific community groups with focused agenda that fit with our subject matter expertise.

These are but a few of the many highlights of Extension's on-going programs in Merrimack County. UNH Cooperative Extension is "Helping You Put Knowledge and Research To Work".

Respectfully submitted,
Judith Bush
County Office Administrator

1996 ANNUAL REPORT

MERRIMACK COUNTY CONSERVATION DISTRICT
--

The District had a very busy year with new programs and workshops and hiring a new District Manager. This was our second year as a grant agency of the county and therefore fundraising to support new programs once again became a higher priority than in years past. Programs include USGS topographic map sales, trout stocking, flowering fall bulb sales, and soils field days.

Terrance Frost of Concord and David Morrill of Penacook were re-appointed by the N.H. State Conservation Committee to serve three more years as District Supervisors.

The District Annual Meeting was held at SPNHF in Concord. Lester Spear, Lazy S Tree Farm, Concord, was chosen Cooperator of the Year for 1995 and LuAnne Pigeon, a teacher from the Concord City Schools, was chosen Conservation Teacher of the Year.

In March, the District help a Pond Design and Installation Workshop for 35 participants interested in building ponds on their properties. Natural Resources Conservation Service District Conservationist Mike Lynch and Soil Conservationist Bill Hoey spoke on siting and constructing a pond and permitting procedures. For those who already own ponds, the District along with Belknap sponsored a Pond Management workshop in August which served approximately 50 people.

The District co-sponsored a town officials soil field day with the Hillsborough and Belknap Districts. Town officials representing various boards from the three counties attended the afternoon workshop at the Merrimack County Farm in Boscawen. The District gratefully thanks John Silver and his staff for this help.

Work began in the fall on the Pemigewasset River Flood Hazard Mitigation Project. This project is funded by the N.H. Office of Emergency Management and FEMA. Grafton, Belknap and Merrimack County Conservation Districts worked to gather information on the flooding of the river and offer workshops for mitigating hazardous conditions.

The District supported the N.H. ENVIROTHON and Soil Judging competitions. Three county high schools, Concord High, St. Paul's, and Proctor Academy participated at the Envirothon competition at Pawtuckaway State Park. The District Manager was a speaker at the Hillsborough County Student Field Day where 400 sixth grade students came to learn more about soils, forestry, agriculture, and various other natural resources issues.

Another new program, not only for this district but districts all across the nation, is the 1996 Farm Bill. In Belknap and Merrimack Counties, this locally led initiative has identified the Upper Merrimack River as a priority area. Water quality to include waste management and erosion control are targeted within the priority area.

Ongoing services throughout the year included providing assistance to towns, private landowners, consultants and various state and federal agencies. In 1996, the District processed 17 Soil Potential Indexes for landowners and six Agricultural Minimum Impact applications to the N.H. Wetlands Bureau.

The District would like to thank the following agencies for their assistance during the past year: USDA Natural Resources Conservation Service, USDA Farm Service Agency/Merrimack-Belknap County, and UNH Cooperative Extension-Merrimack County.

Administrative Funds Spent for Calendar Year 1996:

Income

County Grant	\$25,000.00
Fund-raisers:	
Trout Sale	1,540.00
Bulb Sale	618.55
Soil Field Day	63.87
Topo Maps	56.00
Services:	
Soil Potential Index	240.00
Other	<u>71.36</u>
Total Income:	\$27,589.78

Expenses

Payroll	\$18,786.30
Federal Taxes	3,718.53
NH SUTA	294.70
Insurance	439.00
Dues	650.00
Meetings	206.75
Office Supplies	245.08
Publications	513.18
Programs	<u>1,909.13</u>
Total Expenses	\$26,762.67

Publications include newsletter expenses and topography maps. Programs include fund-raisers, grants, and workshops.

Board of Supervisors meetings are held the third Thursday of every month. All meetings are open to the public. District programs are offered on a non-discriminatory basis.

Respectfully submitted,
Ann M. Titus,
District Manager

1996 ANNUAL REPORT

CENTRAL NH REGIONAL PLANNING COMMISSION

The Central New Hampshire Regional Planning Commission (CNHRPC) is a voluntary association of 20 towns in Merrimack and Hillsborough Counties and the city of Concord. Merrimack County is a member in good standing of the Commission.

Our mission is to improve, through education, training, and planning assistance, the ability of the municipalities of the region to prepare and implement municipal plans; to prepare a plan for effective and appropriate development and utilization of the resources of the region; and to assist municipalities in carrying out the regional plan.

The Commission provides a variety of planning services, including telephone consultations on planning issues; planning research; sample ordinances, regulations, and planning documents; models; data and access to data sources; grant information; review and comment on planning documents; development review; and educational programs. Membership also entitles a community to affordable master planning assistance, GIS mapping, and grant preparation.

During 1996 the Regional Planning Commission:

- went on-line (cnhrpc@kear.tdsnet.com)
- distributed the zoning amendment calendar to assist towns with amendment process
- processed 13 applications for \$15,000,000 in special transportation projects, of which \$2,500,000 will be spent in Central N.H. communities;
- created and distributed a new publication - the What's Up newsletter;
- helped community representatives implement management plans for the Contoocook and Merrimack Rivers;
- presented and sponsored educational programs on regulating the land application of sludge;

using the planning related statues; creating computerized tax maps; developing pocket parks; acquiring conservation lands; and successfully managing the impact of major events/facilities (N.H. International Speedway);

- maintained the land use, transportation, and hydrological data in the regional Geographic Information System (GIS) and added data on conservation lands and historic sites;
- conducted about 100 traffic counts on state and local highways;
- amended the regional transportation plan; and
- assisted the Central New Hampshire Solid Waste District in closing out its operations.

For additional information, please contact your representatives to the Commission, Stuart Trachy or Kenneth McDonnell, or CNHRPC staff.

Respectfully submitted,
Bill Klubben
Executive Director

1996 ANNUAL REPORT

<h3>MERRIMACK COUNTY RETIRED SENIOR VOLUNTEER PROGRAM REPORT</h3>

For twenty-five years the Merrimack County Retired and Senior Volunteer Program (RSVP) has responded to identified community needs by providing a variety of opportunities to senior volunteers. RSVP volunteers serve in non-profit agencies and government offices throughout the county. Agencies rely on the program to provide skilled, pre-screened volunteers to meet many of the social and human needs for people of all ages.

Staff members at RSVP review volunteer requests from agencies and then recruit, interview and place people 55 years of age or older in appropriate assignments. RSVP volunteers do not have to meet income or educational requirements. They only have to be willing to commit to an ongoing volunteer assignment of their choice.

During the past year, volunteers provided 80,000 hours of volunteer service in schools, hospitals, nursing homes, daycare centers, nutrition sites, senior centers, food pantries, colleges, health care agencies, libraries, museums, environmental agencies, VNAs, Red Cross, entertainment groups, government offices and telephone reassurance services. Each agency provides supervision and training for their specific assignments.

RSVP staff serve on many community boards and advisory committees representing the interests of the elderly in areas of health, nutrition, senior driving programs, gerontology, substance abuse, and volunteerism. The program acts as a resource for older people in Merrimack County for information and referrals to other services and agencies.

Some of the typical volunteer placements during the past year included tutors, classroom aides, clerical

assistants, receptionists, hospice team members, friendly visitors, museum guides, library aides, meal services, musical entertainers, mailing project coordination, health clinic assistants, peer counselors, food pantry coordinators, transportation providers, knitters, craft coordinators and telephone reassurance callers.

The Merrimack County RSVP is associated with a nationwide program of over 750 RSVP projects with 500,000 senior volunteers. Locally, the project is sponsored by Riverbend Community Mental Health. Each RSVP project responds to local community needs identified by a variety of local sources.

In the past twelve months the Merrimack County RSVP program has addressed several specific areas of critical need:

- Victimization of older citizens through scams, consumer fraud, robbing and other criminal acts is increasing: RSVP staff and volunteers serve on a local council with law enforcement officials to address these problems and to design and present programs to educate older citizens.
- Many children in New Hampshire have not received immunization for childhood diseases. Working with the Department of Health and Human Services and its Child Immunization Program, RSVP volunteers help prepare information and packets for schools and families on the necessity to protect children from diseases.
- Students with learning disabilities at a local college have difficulty keeping up with their course work. RSVP volunteers are trained to provide special tutoring for these students in order for them to compete successfully and to remain in college.
- In order to remain open during daytime hours three days a week, a food pantry in Concord needed volunteer staff. RSVP volunteers provide the necessary support and have recently computerized all the pantry's records. Now all

food inventory and client information can be accessed easily and quickly by computer.

The above examples reflect the types of volunteer services on which the program is focusing its resources. RSVP has very limited funds to expand the number of volunteers enrolled to meet the increasing requests for services. Therefore, new placements are made based on the impact the service has on the community. The concept of doing more with less has been practiced by RSVP for many years.

Many of the RSVP volunteers recruited during the past year have very high skill levels acquired through business and professional backgrounds. These volunteers are willing to accept the more challenging assignments requested by agencies.

However, the program will continue to provide opportunities for people with a variety of skills to join RSVP. Agencies will always benefit from volunteers who provide bulk mailing services, knitting caps and mittens for needy children, telephone reassurance services for homebound people who are elderly or handicapped, serving meals in senior nutrition sites or visiting nursing home residents. The program works very hard to assure that all who wish to volunteer their time will find an assignment suited to their needs, interests and time commitments.

The RSVP program is a valuable resource that deserves recognition, not only for the accomplishments made during the past year, but also for the 25 years of services provided throughout Merrimack County. The strength of the collective Volunteer efforts has had an enormous impact on the well being of all in Merrimack County. RSVP volunteers are one of our most treasured resources.

Nancy G. Spater
Executive Director

1996 ANNUAL REPORT

<h3>JUNIOR/SENIOR FRIENDS PROGRAM COUNTY OF MERRIMACK GRANT</h3>
--

The Junior/Senior Friends Program has maintained a solid level of service throughout 1996. We made 25 new matches during the year, and currently have 70 active matches in the program. A total of over 100 children received services from the Junior/Senior Friends Program during last year, serving 13 communities in Merrimack County. The number of hours volunteers contributed to the program during 1996 were 17,500. Additionally, it was the first full year of operation of our office in Laconia serving the communities of Belknap County. We currently have seven active matches in that region.

The various components to the program continue to be successful. The Senior Friend support meetings we offer on a bi-monthly basis have provided a great opportunity for our volunteers to share concerns, problems, or positive experiences related to their match. These meetings also provide a forum for additional education for our volunteers. We have had Dr. Brad Lebo from Riverbend speak about ADHD and Sylvia Gale from DCYF addressing child abuse and neglect.

The community service component requires new matches to complete 20 hours of community service together during their year. Although not required, alumni matches are encouraged to participate as well. Approximately 300 hours of service was completed by our Jr/Sr Friends, and some of the projects that were undertaken by matches include Adopt-A-Spot, animal walkers at the SPCA, city park clean-up, participation in the Mr. Fixit programs, Yard Clean-Up Day for senior citizens in the community, as well as matches visiting residents of the Merrimack County Nursing Home.

Our waiting list program known as F.A.S.T (Friends Adventuring for a Successful Tomorrow) is now in its third year. This program provides monthly activities for 10 boys, ages 10-12, on our waiting list for a Senior Friend volunteer. The group is coordinated by program staff, and utilizes volunteers from New England College in Henniker. Students at the college help run these activities which tend to be outdoors or adventure based and focus on building self-esteem and positive peer relationships with the kids. We are very pleased with the success of this program and feedback from parents and guidance counselors suggest that the boys involved are benefiting from the experience.

The Junior/Senior Friends Program continues to have an active Advisory Council with one of its primary focuses being the recruitment of Sr. Friend volunteers. Through most of 1996, the Concord Monitor sponsored a "Sunday's Child" feature which profiled a child on our waiting list. At least half of all the volunteer inquiries into the program can be attributed to Sunday's Child.

Respectfully submitted,
Laurie Kidder
Director of Volunteer Services

1996 ANNUAL REPORT

MERRIMACK COUNTY HOMEMAKER PROGRAM

Goals and Objectives of Program:

To secure and maintain maximum independence and dignity in a home environment for older individuals capable of self care with appropriate supportive services.

To remove individual and social barriers to economic and personal independence for older individuals.

To provide a continuum of care for the vulnerable elderly.

Services Include:

Grocery Shopping
Meal Preparation
Laundry
Light Housekeeping
Limited Personal Care
Companionship
Errands

Referral Sources Include:

Hospital Personnel
Doctors
Social Workers
Friends
Families
Clients
Clergy

Eligibility:

This service is available to all Merrimack County residents - financial assistance is available to these clients who are income eligible.

Sources of Payment:

Federal Title XX and Older American Act Monies, Merrimack County monies which match the Federal Dollars Private Insurance and private pay fees; client contribution and individual donations.

The following three agencies provided service to 325 residents of Merrimack County towns and/or cities from July 1, 1995 to June 30, 1996.

Concord Regional Visiting Nurse Association
P.O. Box 1797-250 Pleasant Street
Concord, New Hampshire 03302-1797
Telephone: (603) 224-4093 or 1-800-924-8620
Contact Person: Anne Mellin, V.P. of Home Care

Allenstown	Epsom	Concord	Pembroke
Boscawen	Henniker	Contoocook	Penacook
Bow	Hooksett	Dunbarton	Pittsfield
Canterbury	Hopkinton	Chichester	Loudon

Lake Sunapee Community Health Services
an affiliate of Lake Sunapee Region VNA
290 County Road, P.O. Box 2209
New London, New Hampshire 03257
Telephone: (603) 526-4077
Contact Person: Andrea Steel, V.P. of Clinical Svcs.

Andover	New London	Bradford	Sutton
Danbury	Wilmot	Newbury	Warner
Springfield			

Visiting Nurse Association of Franklin
P.O. Box 65, 75 Chestnut Street
Franklin, New Hampshire 03235
Telephone: (603) 934-3454
Contact Person: Marilyn Arey

Franklin Hill Salisbury Webster Northfield

If you know someone who needs Homemaker services, please call us. Thank you for your support and confidence in our program.

Anne H. Mellin, Vice President of Home Care
Concord Regional Visiting Nurse Association

Donna Tetley, Executive Director, VNA of Franklin

Cheryl Blik, CEO
Lake Sunapee Community Health Services

Sincerely,
Anne H. Mellin
Director of Home Care

RIVERBEND COMMUNITY MENTAL HEALTH
--

Riverbend Community Mental Health offers individuals in their own community a full range of responsive and accessible mental health services. We share a commitment to our consumers' well-being, and a vision of service that:

- Promotes hopefulness and self-determination.
- Marshals the appropriate resources to provide carefully customized, personalized care.
- Cultivates partnerships with family, friends, employers, and other connections that can help support a fuller, more balanced life.
- Views consumers as partners in a process that promotes well-being and inspires an enhanced quality of life.

Founded in 1963, Riverbend has 278 employees. This community-based non-profit organization serves Merrimack County and surrounding communities, providing a full range of quality services to individuals, families, and businesses. Our programs include counseling services in Concord; Contoocook Valley Counseling Center in Henniker; Kearsarge Counseling Center in New London; Twin Rivers Counseling Associates in Franklin; 24-hour emergency mental health services; 9-bed crisis stabilization unit; specialized mental health services for seriously emotionally disabled children and their families; the Parent-Child Centers parenting education and support services; community support and residential services for adults with serious and persistent mental illness, elder mental health services; and employee assistance programs.

Funding sources are diverse, including fee-for-service; third party reimbursements; state, county, and local government grants and contracts; donations; foundation grants; and United Way support.

In 1996, Riverbend provided specialized mental health services to nearly 3,500 adults and 1,000 children. Subsequently, the agency's goal has been to broaden the array of services which focus on children, adolescents and families. Prevention, support, and early intervention services were

targeted to specific groups and designed to reduce or eliminate the need for expensive treatment. Programs developed included: strengthening families through parenting education and support; helping the at-risk youth in rural areas to successfully stay in their communities; and to defuse family crises without the need for hospitalization.

To achieve these goals, county funds were used to meet the following priorities:

- Ten behavioral health parenting programs were conducted throughout Merrimack County. These four-to-nine week programs, were designed for general audiences while others were targeted to special groups including fathers; parents of teens; parents of adolescent girls who are acting out or engaged in suicidal behavior; and parents of children with attention deficit disorder. Feedback from the parenting programs was very positive, and were attended by more than 140 people with indirect benefits extending to 350 additional family members.
- An emergency response service was started for children in crisis. Two families were provided with extensive training and continue to receive ongoing support from staff. These respite care families can now accept children on a 24-hour basis as needed. To date, respite care services has been well utilized and accepted by the community. Within a six-month period, respite care had been provided seven times for a total of 34 “bed days”. Without such services, children would require a more restrictive level of care and out-of-home placement.
- A six-week program was designed to provide specific job hunting skills and support for people who are out of work and may be experiencing mental health issues such as depression or lack of self-esteem. Twelve people attended these workshops.

Services were provided throughout the county including programs in Concord, New London, Henniker and Franklin with outreach to surrounding communities.

Respectfully submitted,
Dale K. Klatzker, Ph.D.
President

1996 ANNUAL REPORT

NEW HAMPSHIRE MEDIATION PROGRAM, INC.
--

Truants, run-a-ways, parental non-compliance and some delinquents make up the children and their families that receive services from the N.H. Mediation Program. Over 140 families were referred to the program for assistance in solving issues that threatened to divide the family and put kids in out-of-home placement. Some of these children had been in placement and needed some community intervention to help establish guidelines that would prevent further family conflicts.

Mediators who work with these families are all volunteers and last year gave more than 1,200 hours helping families resolve conflict. These mediators attend a forty-hour classroom training and work with an experienced mediator for twenty hours before being considered trained. Many of our volunteers have been with us for eight and nine years. The satisfaction of seeing families learning to resolve problems and regain trust with each other is a satisfying and rewarding experience that one does not tire from.

Based on an average cost of \$30,000 per placement per year, the savings to the county and state in out-of-home placements is tremendous. While not all of the 140 children would have needed placement, most of them would have needed intervention of the police and possibly courts, which also means a high cost to the community and family. In all but four instances, mediation was able to assist the family and avoid the high cost of continued conflict.

Rose M. Hill
Executive Director



Laconia Office (603) 524-6734
FAX (603) 524-6071

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Public Accountants (AICPA)
New Hampshire Society of
Certified Public Accountants
AICPA Division for CPA Firms—
Private Companies Practice Section

INDEPENDENT AUDITOR'S REPORT

To The Commissioners
County of Merrimack, New Hampshire

We have audited the accompanying general-purpose financial statements of the County of Merrimack as of and for the year ended December 31, 1996, as listed in the table of contents. These general-purpose financial statements are the responsibility of the County of Merrimack management. Our responsibility is to express an opinion on these general-purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards; *Government Auditing Standards*, issued by the Comptroller General of the United States; and the provisions of Office of Management and Budget Circular A-128, "Audits of State and Local Governments." Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general-purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general-purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general-purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of the County of Merrimack as of December 31, 1996, and the results of its operations and cash flows of its proprietary fund types for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued a report that is dated February 14, 1997 on our consideration of the County of Merrimack internal control structure and a report that is dated February 14, 1997 on its compliance with laws and regulations.

Our audit was conducted for the purpose of forming an opinion on the general-purpose financial statements taken as a whole. The individual and combining fund financial statements and schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general-purpose financial statements of the County of Merrimack. Such information has been subjected to the auditing procedures applied in the audit of the general-purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general-purpose financial statements taken as a whole.


GRZELAK AND COMPANY, P.C., CPA's
Laconia, New Hampshire

February 14, 1997

P.O. BOX 8 • LACONIA, NEW HAMPSHIRE • 03247

Exhibit A
COUNTY OF MERRIMACK, NEW HAMPSHIRE

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
As of December 31, 1996

	Governmental Fund Types			Capital Projects Funds	Proprietary Funds		Fiduciary Funds Trust and Agency Funds	Account Groups			TOTALS	
	General Fund	Special Revenue Funds			MCNH Enterprise Fund			General Long-Term Debt	General Fixed Assets		Memo Only	
ASSETS												
Cash and Cash Equivalents	\$	\$	\$	\$	\$	\$	\$				\$	243,188
Restricted Cash	-	-	-	-	-	-	-				-	-
Accounts Receivable	78,103	22,413	-	-	987,105	57,913					1,145,534	
Allowance for Doubtful Accounts	-	-	-	-	-	-					-	-
Investments	2,079,084	-	-	-	-	800,583					2,879,667	
Due from Other Governments	-	15,000	-	-	-	-					15,000	
Due from Other Funds	910,044	39,589	18,311	-	-	48,891					1,016,835	
Interest Receivable	-	-	-	-	-	-					-	
Inventory	-	-	-	-	209,278	-					209,278	
Other Current Assets	-	-	-	-	-	-					-	
Restricted - Equipment Bonds	-	-	-	-	-	-					-	
Property and Equipment, Net	-	-	-	-	-	-			\$	7,750,734	13,128,639	
Restricted Fixed Assets	-	-	-	-	5,377,905	-					-	
Other Assets	-	-	-	-	-	-					-	
Amount to be Provided for												
Retirement of General Long-												
Term Debt and Other												
Obligations												
									\$	358,731	358,731	
TOTAL ASSETS	\$ 3,067,231	\$ 83,847	\$ 46,668	\$ 6,574,538	\$ 1,115,123	\$ 358,731	\$ 7,750,734				\$ 18,996,872	

The notes to financial statements are an integral part of this financial statement.
Exhibit Page - 1

LIABILITIES									
Accounts Payable	\$ 725,665	\$ 5,223	\$ -	\$ 71,272	\$ 5,967	\$ -	\$ -	\$ 808,127	
Cash Overdraft	608,233	-	-	-	-	-	-	608,233	
Accrued Expenses	756,823	-	-	865,461	-	-	-	1,622,284	
Deferred Revenue	-	-	-	-	-	-	-	-	
Due to Other Governments	-	-	-	-	-	-	-	-	
Due to Other Funds	-	29,731	56,219	860,854	70,031	-	-	1,016,835	
Due to Individuals/Groups	-	-	-	-	93,499	-	-	93,499	
Other Current Liabilities	3,552	-	-	-	859,646	-	-	863,198	
Current Portion Long-Term Debt	-	-	-	-	-	-	-	-	
Tax Anticipation Notes	-	-	-	-	-	-	-	-	
Bond Anticipation Notes	-	-	-	-	-	-	-	-	
Capital Lease Obligations	-	-	-	-	-	\$ -	-	-	
Compensated Absences	-	-	-	-	-	-	158,731	158,731	
General Obligation Long - Term Debt - Bonds and Notes	-	-	-	1,500,000	-	200,000	-	1,700,000	
TOTAL LIABILITIES	2,094,273	34,954	56,219	3,297,587	1,029,143	358,731	-	6,870,907	
FUND EQUITY									
Contributed Capital	-	-	-	880,532	-	-	-	880,532	
Retained Earnings	-	-	-	2,396,419	-	-	-	2,396,419	
Investment in General Fixed Assets	-	-	-	-	-	-	7,750,734	7,750,734	
Fund Balance	-	-	-	-	-	-	-	-	
Reserved	-	-	-	-	-	-	-	-	
Encumbrances	120,000	-	-	-	-	-	-	120,000	
Inventory or Prepaids	-	-	-	-	-	-	-	-	
Continuing Appropriation	-	-	-	-	-	-	-	-	
Unreserved	-	-	-	-	-	-	-	-	
Designated	-	-	-	-	-	-	-	-	
Undesignated	852,958	48,893	(9,551)	-	85,980	-	-	978,280	
TOTAL FUND EQUITY	972,958	48,893	(9,551)	3,276,951	85,980	-	7,750,734	12,125,965	
TOTAL LIABILITIES AND FUND EQUITY	\$ 3,067,231	\$ 83,847	\$ 46,668	\$ 6,574,538	\$ 1,115,123	\$ 358,731	\$ 7,750,734	\$ 18,996,872	

The notes to financial statements are an integral part of this financial statement.
Exhibit Page - 2

Exhibit B

COUNTY OF MERRIMACK, NEW HAMPSHIRE

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS

For the Year Ended December 31, 1996

	Governmental			Fiduciary			TOTALS
	General	Fund Types		Funds			Memo
	Fund	Special	Revenue	Capital	Expendable		Only
			Funds	Projects	Trust		
				Funds	Funds		
REVENUES							
Taxes	\$12,216,493	\$	-	\$	-	\$12,216,493	
Intergovernmental	455,332		457,628	-	-	912,960	
Charges for Services	1,314,713		-	659	-	1,315,372	
County Farm	-		-	-	-	-	
Miscellaneous	355,769		73,071	-	86,328	515,168	
	14,342,307		530,699	659	86,328	14,959,993	
OTHER FINANCING							
SOURCES							
Operating Transfers In	-		313,209	28,311	-	341,520	
Proceeds from Sale of Bonds	-		-	-	-	-	
	-		313,209	28,311	-	341,520	
TOTAL REVENUES AND OTHER	14,342,307		843,908	28,970	86,328	15,301,513	
FINANCING SOURCES							

The notes to financial statements are an integral part of this financial statement.
Exhibit Page - 3

Current	2016	2015	2014
Administration	268,520	849,476	-
Treasurer	135,362	-	-
Delegation	7,705	-	-
County Attorney	725,547	-	-
Register of Deeds	512,986	-	-
Sheriff's Department	965,391	-	-
Dispatch	233,233	-	-
Medical Referee	34,969	-	-
Maintenance of Courthouse	284,796	-	-
Human Services	7,194,623	-	-
Corrections Department	2,612,465	-	-
County Farm	-	-	-
Residential Properties	12,841	-	-
Grants	312,191	-	-
Miscellaneous	-	5,985	127,062
Debt Service - Principal	225,000	-	-
Debt Service - Interest	347,383	-	-
	<u>13,873,112</u>	<u>849,476</u>	<u>127,062</u>
OTHER FINANCING USES			
Operating Transfers Out	340,111	-	-
	<u>340,111</u>	-	-
TOTAL EXPENDITURES AND OTHER FINANCING USES	14,213,223	849,476	127,062
			15,195,746

The notes to financial statements are an integral part of this financial statement.

Exhibit C

COUNTY OF MERRIMACK, NEW HAMPSHIRE

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET (GAAP) AND ACTUAL - GOVERNMENTAL FUND TYPES WITH ADOPTED BUDGETS
For the Year Ended December 31, 1996

	<u>General Fund</u>			<u>Special Revenue Funds</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES						
Taxes	\$12,216,493	\$12,216,493	\$ -	\$ -	\$ -	\$ -
Intergovernmental	436,946	455,332	18,386	-	457,628	457,628
Charges for Services	1,226,795	1,314,713	87,918	-	-	-
County Farm	-	-	-	-	-	-
Other	269,310	355,769	86,459	-	73,071	73,071
	14,149,544	14,342,307	192,763	-	530,699	530,699
OTHER FINANCING SOURCES						
Operating Transfers In	-	-	-	-	313,209	313,209
Proceeds from Bonds	-	-	-	-	-	-
	-	-	-	-	313,209	313,209
TOTAL REVENUES AND OTHER FINANCING SOURCES	14,149,544	14,342,307	192,763	-	843,908	843,908

The notes to financial statements are an integral part of this financial statement.

Exhibit Page - 5

EXPENDITURES

Current

Administration	356,121	268,620	87,501	-	849,476	(849,476)
Treasurer	135,507	135,362	145	-	-	-
Delegation	11,000	7,705	3,295	-	-	-
County Attorney	741,973	725,547	16,426	-	-	-
Register of Deeds	516,998	512,986	4,012	-	-	-
Sheriff's Department	970,099	965,391	4,708	-	-	-
Dispatch	251,544	233,233	18,311	-	-	-
Medical Referee	35,000	34,969	31	-	-	-
Maintenance of Courthouse	366,983	284,796	82,187	-	-	-
Human Services	7,924,372	7,194,623	729,749	-	-	-
Corrections Department	2,558,430	2,612,465	(54,035)	-	-	-
County Farm	-	-	-	-	-	-
Residential Properties	12,900	12,841	59	-	-	-
Grants	312,191	312,191	-	-	-	-
Miscellaneous	3,570	-	3,570	-	-	-
Debt Service - Principal	225,000	225,000	-	-	-	-
Debt Service - Interest	381,254	347,383	33,871	-	-	-
	14,802,942	13,873,112	929,830	-	849,476	(849,476)
OTHER FINANCING USES						
Operating Transfers Out	235,601	340,111	(104,510)	-	-	-
	235,601	340,111	(104,510)	-	-	-
	15,038,543	14,213,223	825,320	-	849,476	(849,476)
TOTAL EXPENDITURES AND OTHER FINANCING USES						
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES						
	(888,999)	129,084	1,018,083	-	(5,568)	(5,568)
CHANGE IN RESERVES						
	-	(62,126)	(62,126)	-	-	-
BALANCE - January 1	870,874	786,000	(84,874)	-	54,461	54,461
BALANCE - December 31	\$ (18,125)	\$ 852,958	\$ 871,083	\$ -	\$ 48,893	\$ 48,893

The notes to financial statements are an integral part of this financial statement.
Exhibit Page - 6

Exhibit D
COUNTY OF MERRIMACK, NEW HAMPSHIRE
 COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN
 RETAINED EARNINGS - PROPRIETARY FUND TYPES
 For the Year Ended December 31, 1996

	<i>MCNH</i> <i>Enterprise</i> <i>Fund</i>
OPERATING REVENUES	
Charges for Services	\$ 11,813,638
Charges to Other Funds	227,358
Other	<u>1,013,941</u>
	<u>13,054,937</u>
OPERATING EXPENSES	
Administration	2,815,462
Purchasing	44,634
Dietary	1,594,588
Nursing	5,422,366
Maintenance	846,861
Water Treatment Plant	10,732
Laundry and Linens	426,738
Housekeeping	613,378
Pharmacy	382,385
Recreation	176,816
Rehabilitation	236,199
Social Services	106,362
Medical Director	110,242
Depreciation	<u>354,214</u>
	<u>13,140,977</u>
OPERATING INCOME (LOSS)	(86,040)
NON-OPERATING REVENUES (EXPENSES)	
Interest Expense	<u>(102,686)</u>
	<u>(102,686)</u>
INCOME (LOSS) BEFORE OPERATING TRANSFERS	(188,726)
TRANSFERS IN (OUT)	<u>8,590</u>
NET INCOME (LOSS)	(180,136)
Add Back: Depreciation on Contributed Capital	5,764
RETAINED EARNINGS - January 1	2,570,791
RETAINED EARNINGS - December 31	<u><u>\$ 2,396,419</u></u>

The notes to financial statements are an integral part of this statement.
 Exhibit Page - 7

Exhibit E
COUNTY OF MERRIMACK, NEW HAMPSHIRE
COMBINED STATEMENT OF CASH FLOWS - NURSING HOME ENTERPRISE FUND
For the Year Ended December 31, 1996

	<u>Proprietary Funds</u>
	<u>MCNH</u>
	<u>Enterprise</u>
	<u>Fund</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Operating Income(Loss)	\$ (86,040)
Adjustments:	
Depreciation	354,214
Changes In Assets and Liabilities:	
Accounts Receivable	(71,028)
Inventories and Prepays	14,344
Accounts Payable and Accrued Expenses	37,189
Due to Other Funds	677,221
<i>Net Cash (Used for) Provided By Operating Activities</i>	<u>925,900</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Proceeds (Purchases) of Investments	-
<i>Net Cash (Used for) Provided By Investing Activities</i>	<u>-</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Operating Subsidy	8,590
Noncapital Debt Proceeds (Payments)	-
<i>Net Cash (Used for) Provided By Capital and Related Financing Activities</i>	<u>8,590</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Fixed Asset (Purchases) Disposals	(607,289)
Capital Debt Proceeds (Payments)	(225,000)
Interest on Capital Debt	(102,686)
Contributed Capital, net	485
<i>Net Cash (Used for) Provided By Investing Activities</i>	<u>(934,490)</u>
NET INCREASE (DECREASE) IN CASH	-
CASH BALANCE - January 1	<u>250</u>
CASH BALANCE - December 31	<u>\$ 250</u>

The notes to financial statements are an integral part of this statement.
Exhibit Page - 8

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1996

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the County of Merrimack, New Hampshire (hereinafter referred to as the "County" or "Government") have been prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to government units, except as disclosed. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the GASB's generally accepted accounting principles applicable to the County, and the County's conformity with such principles, are described below. These disclosures are an integral part of the County's financial statements.

A. THE REPORTING ENTITY

The County of Merrimack operates under the Delegation - Commissioner form of government and provides County services as authorized by state statutes. As required by GAAP, specifically *Statement #14 of the Governmental Accounting Standards Board, "The Financial Reporting Entity"* and effective for fiscal years beginning after December 15, 1992 (i.e., calendar year 1994), these financial statements are required to present the County of Merrimack (the "*primary government*") and its "*component units*" (if any).

A *primary government* is defined by the GASB as any state government or general-purpose government. Additionally, a primary government may also consist of a special-purpose government (such as a school district) that meets all of the following criteria: (a) it has a *separately elected* governing body; (b) it is *legally separate*; and (c) it is *fiscally independent* of the other state and local governments.

A *component unit* is defined by the GASB as a legally separate organization for which the *elected officials of the primary government are "financially accountable."* The primary government is financially accountable if it *appoints a voting majority* of the organization's governing body and (1) it is able to *impose its will* on that organization or (2) there is a potential for the organization to provide specific financial *benefits* to, or impose specific financial *burdens* on, the primary government. A primary government may also be financially accountable if an organization is "*fiscally dependent*" on the primary government. *Fiscal independency* is defined by the GASB as the ability to complete certain *essential fiscal events* without substantive approval by a primary government; (a) determine its budget without another government having the authority to approve and modify that budget, (b) levy taxes or set rates or charges without approval by another government, and (c) issue bonded debt without approval by another government.

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1996

B. BASIS OF PRESENTATION - FUND ACCOUNTING

The accounts of the County are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The County has created several types of funds and a number of discrete funds within each fund type. Each fund is accounted for by a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, expenditures/expenses. The individual funds account for the governmental resources allocated to them for the purpose of carrying on specific activities in accordance with laws, regulations, or other restrictions. Funds are classified into three broad *fund categories*: *Governmental, Proprietary and Fiduciary funds*.

Each fund category, in turn, is further divided into separate *fund types* described as follows:

Governmental Funds

Governmental funds are used to account for most of a government's programs and activities, including the collection and disbursement of earmarked monies (*special revenue funds*), and the acquisition or construction of general fixed assets (*capital projects funds*) or the accumulation of resources for the payment of principal and interest (*debt service funds*). The *general fund* is used to account for all activities of the government not accounted for in some other fund. The presentation format of the general-purpose financial statements includes all governmental fund types; funds with account balances or transaction activity for the year ended December 31, 1996 are clearly identifiable.

Proprietary Funds

Proprietary funds are used to account for activities *similar to those found in the private sector*, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities can be provided either to outside parties (*enterprise funds*) or to other departments or agencies primarily within the County (*internal service funds*).

The Merrimack County Nursing Home is accounted for through an Enterprise Fund. Although the Nursing Home Enterprise Fund is designated as self-supporting, a significant component of its income and funding is in the form of a subsidy from the General Fund on an annual and recurring basis.

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1996

Fiduciary Funds

Fiduciary funds are used to account for the *assets held on behalf of outside parties*, including other governments, *or on behalf of other funds* within a government. When these assets are held under the terms of a formal trust agreement, either a pension trust fund, a nonexpendable trust fund or expendable trust fund is used. The terms "nonexpendable" and "expendable" refer to whether or not a government is under an obligation to maintain the trust principal. Agency funds generally are used to account for assets that the government holds on behalf of others.

Account Groups

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, GAAP requires that capital acquisition and construction are reflected as expenditures in the governmental funds, and the related assets are to be reported in the General Fixed Assets Account Group.

All *purchased* fixed assets are to be valued at cost where historical records are available and at an estimated historical cost where no historical records exist.

Donated fixed assets are to be valued at their estimated fair market value on the date received.

Public domain ("infrastructure") general fixed assets consisting of parking lots, walkways, curbs and gutters, drainage systems and lighting systems are not required to be capitalized, as these assets are immovable and of value only to a government.

Assets reported in the general fixed assets account group are not depreciated.

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1996

Long-term debt is recognized as a liability of a governmental fund primarily when due. For other long-term obligations, including compensated absences, only that portion *expected to be financed from expendable available financial resources* is reported as a fund liability of a governmental fund. The remaining portion of such debt and other obligations are reported in the General Long-Term Debt Account Group.

The General Fixed Asset and Long-Term Debt Account Groups are not "funds." They are concerned only with the measurement of financial position and not with results of operations.

C. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds and expendable trust funds are accounted for using a *current financial resources measurement focus*. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

All proprietary funds and nonexpendable trust funds are accounted for on a *flow of economic resources measurement focus*. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. *Fund equity* (i.e., net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund-type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net total assets.

The modified accrual basis of accounting is used by all governmental fund types, expendable trust funds and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both *measurable and available*). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Licenses and permits, fines and forfeits and miscellaneous revenues, are recorded as revenues when received in cash. General property taxes and investment earnings are recorded when earned (when they are measurable and available). Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except principal and interest on debt service and other long-term obligations, which are recognized when due to be paid.

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1996

The accrual basis of accounting is utilized by proprietary fund types and nonexpendable trust funds. Under this method, revenues are recorded when earned and expenses are recorded when incurred.

The County may report *deferred revenue* on its combined balance sheet when a potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period or when resources are received by the government before it has a legal claim to them (such as grant monies). In subsequent periods, when both revenue recognition criteria are met, or when the County has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

D. BUDGETS

General governmental revenues and expenditures accounted for in budgetary funds are controlled by a formal integrated budgetary system in accordance with various legal requirements which govern the County's operations. The County budget is formally acted upon at the County Convention. The County's General Fund Budget is on an annual basis which is substantially consistent with both Generally Accepted Accounting Principles (GAAP) and applicable State finance-related laws and regulations.

At year end, all unencumbered "*annual*" appropriations lapse. Other appropriations which have a "*longer than annual*" authority (such as special warrant or capital related activities) *may carry over at year end if the governing body intends to continue or complete the special purpose for which the funds were established.*

State legislation also requires *balanced budgets* and in most cases, the use of some portion of the beginning General Fund unreserved fund balance to reduce the amount of taxes to be raised. For the year ended December 31, 1996, \$870,874 was used to reduce taxes.

E. ENCUMBRANCES

Encumbrances accounting is utilized in the governmental funds to account for commitments relating to unperformed contracts for goods and services. Encumbrances outstanding at year end are reported as reservations of fund balance and do not constitute expenditures or liabilities of the governmental fund, but are carried forward to supplement appropriations of the succeeding year.

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1996

F. CASH, CASH EQUIVALENTS AND INVESTMENTS

Cash and equivalent accounts include amounts in demand and savings account deposits as well as short-term investments (such as certificates of deposits) with a maturity date within three months of the date acquired by the County. Investments, if any, are stated at cost (for equity instruments) or amortized cost (for debt instruments).

Supplemental disclosure of cash flow information for the Merrimack County Nursing Home Enterprise Fund are as follows:

Cash paid for interest	\$102,686
------------------------	-----------

G. DUE TO AND DUE FROM OTHER FUNDS

Interfund receivables and payables arise from interfund transactions and are recorded by all funds affected in the period in which the transactions are executed. *Quasi-external transactions* are accounted for as revenues, expenditures or expenses. Transactions that constitute *reimbursements* to a fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed. Nonrecurring or permanent transfers of equity are reported as *residual equity transfers*. All other interfund transfers are reported as *operating transfers*. Individual interfund balances at December 31, 1996 were as follows:

<u>Fund</u>	<u>Due From</u>	<u>Due To</u>
General Fund	\$ 910,044	\$ -
Special Revenue Funds	39,589	29,731
Capital Project Funds	18,311	56,219
Enterprise Fund		860,854
Trust and Agency Funds	48,891	70,031
	<u>\$ 1,016,835</u>	<u>\$ 1,016,835</u>

H. INVENTORIES

Inventories in the Merrimack County Nursing Home Enterprise Fund, under the accrual basis of accounting, are valued at the lower of cost (first-in, first-out basis) or market.

Inventories of the General Fund are accounted for utilizing the *purchase method*. Under this method, inventories are recorded as expenditures when purchased. When material (significant), General Fund inventory amounts are to be reported as General Fund assets and equally offset by a fund balance reserve.

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1996

I. FIXED ASSETS

Fixed assets and accumulated depreciation (as applicable), of Merrimack County were as follows:

	<u>GFAAG</u>	<u>Enterprise Fund</u>
Land	\$ -	\$ 20,000
Buildings and improvements	6,492,983	8,927,136
Moveable equipment	1,257,751	1,439,768
	<u>7,750,734</u>	<u>10,386,904</u>
Less: accumulated depreciation	-	5,008,999
	<u>\$ 7,750,734</u>	<u>\$ 5,377,905</u>

Fixed assets of the Merrimack County Nursing Home Enterprise Fund, a Proprietary Fund Type, are valued at cost. Depreciation has been provided over the estimated useful lives using the straight-line method. Depreciation expense for the year ended December 31, 1996 was \$354,214. The estimated useful lives are as follows:

Buildings and improvements	10 - 30 years
Movable equipment	3 - 15 years

FASB #62, "Capitalization of Interest Costs in Situations Involving Certain Tax-Exempt Borrowings," concludes that constructed assets financed with the proceeds of tax-exempt debt should include capitalized interest only to the extent that interest cost exceeds interest earned on related interest-bearing investments acquired with the proceeds of the related tax-exempt borrowing. During 1995, \$81,800 in interest expense was capitalized.

J. COMPENSATED ABSENCES

County employees are sometimes entitled to certain *compensated absences* based, in part, on their length of employment. Compensated absences *that are expected to be liquidated with expendable available financial resources* are reported as an expenditure and a fund liability of the governmental fund that will pay it. Amounts of compensated absences that are *not expected to be liquidated with expendable available financial resources* are reported *in the general long-term debt account group* (and no expenditure is reported for these amounts). In accordance with provisions of Statement of Financial Accounting Standards No. 43, Accounting for Compensated Absences, no liability is recorded for nonvesting accumulated rights to receive compensatory time benefits. However, a liability is recognized for that portion of accumulating sick leave benefits that is estimated will be taken as "terminal leave" prior to retirement. Compensated absences of the Merrimack County Nursing Home Enterprise Fund are included in accrued expenses as a fund liability.

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1996

K. LONG-TERM OBLIGATIONS

Long-term obligations of the County are reported in the General Long-Term Debt Account Group. Expenditures for debt service and other long-term obligations (including compensated absences) are recorded when they are due, or when they are expected to be liquidated with the expendable available financial resources of a governmental fund. Long-term debt of the Merrimack County Nursing Home is reported, net of current portion, in the Enterprise Fund in accordance with generally accepted accounting principles.

L. FUND EQUITY

For *governmental funds*: the unreserved fund balances represent the amount available for budgeting future operations; the reserved fund balances represent the amounts that have been legally identified for specific purposes and are not appropriable for expenditure; and the designated fund balances represent tentative plans for future use of financial resources. For *governmental and other funds*, equities can be reserved for endowments (the principal balances of nonexpendable trust funds plus any unspent income balances), reserved for encumbrances (commitments relating to unperformed contracts for goods and services), reserved for continuing appropriation (commitments relating to unperformed non-lapsing appropriations) or reserved for inventory (recorded at year end, if material, under the purchase method) or prepaids. For *proprietary funds*, fund equity is comprised of retained earnings and contributed capital.

At December 31, 1996 there is a \$56,219 deficit in the Dispatch Communications Capital Projects Fund. The deficit is the result of the application of generally accepted accounting principles regarding revenue recognition. The communication system was funded by the general fund and is to be refunded from user municipalities over the next few years.

M. MEMORANDUM ONLY - TOTAL COLUMNS

The combined general-purpose financial statements include total columns that are described as memorandum only. Data in these columns do not present financial position, results of operations or cash flows in conformity with generally accepted accounting principles. Interfund transactions have not been eliminated from the total column of each financial statement.

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1996

2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Deposits and Investments. The County Treasurer is authorized by State Statutes to invest excess funds, with the approval of the Commissioners, in obligations of the United States Government, in savings bank deposits or certificates of deposit of banks incorporated under the laws of the State of New Hampshire, or in national banks located within the states of New Hampshire or Massachusetts. **For the year ended December 31, 1996, the County was in compliance with these applicable deposit and investment state laws and regulations.**

Risk Management. The County is exposed to various *risks of loss* related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The County purchases commercial insurance coverage for all general insurance risks, property liability risks and for the protection of assets. **Settled claims, if any, have not exceeded the County's coverage in any of the past three fiscal years.**

Claims, Judgments and Contingent Liabilities

Grants and Funding Sources. Amounts received (in the current or past years) or receivable from grantor and funding agencies (federally assisted Medicaid) are subject in later years to review and adjustment by grantor agencies, principally the federal and state governments. At such time, any disallowed claims, including amounts already collected, may constitute a liability of the County and the applicable funds. **At December 31, 1996 the County believes that disallowed expenditures, if any, based on subsequent review will not have a material effect on any of the individual funds or the overall financial position of the County.**

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1996

3. CASH AND INVESTMENTS

Deposits. At December 31, 1996, the carrying amounts and bank balances with financial institutions of the County's cash deposits are categorized by "credit risk" as follows:

- Category 1* Deposits that are insured by the Federal Deposit Insurance Corporation (FDIC) or collateralized by securities held by the County (or its agent) in the County's name.
- Category 2* Deposits that are uninsured and collateralized by securities that are held by the pledging institution's trust department (or agent) in the County's name.
- Category 3* Deposits that are uninsured and uncollateralized or collateralized by securities that are held by the pledging institution's trust department (or agent) but not in the County's name.

	Category			Carrying	Bank
	1	2	3	Amount	Balance
General Fund	\$ 31,091	\$ -	\$ -	\$ (608,233)	\$ 31,091
Special Revenue Funds	23,480	-	-	6,845	23,480
Capital Projects Fund	28,357	-	-	28,357	28,357
Proprietary Fund	-	-	-	250	-
Trust and Agency Funds	330,771	-	161,007	207,736	491,778
	<u>\$ 413,699</u>	<u>\$ -</u>	<u>\$ 161,007</u>	<u>\$ (365,045)</u>	<u>\$ 574,706</u>

Investments. Investments made by the County, including "repurchase agreements," if any, are summarized below. The investments that are represented by specific identifiable investment securities are classified as to "credit risk" by the three categories described below.

- Category 1* Investments that are insured or registered, or securities held by the County (or its agent) in the County's name.
- Category 2* Investments that are uninsured and unregistered, with securities that are held by the counterparty's trust department (or agent) in the County's name.
- Category 3* Investments that are uninsured and unregistered, with securities that are held by the counterparty, or by its trust department (or agent) but not in the County's name.

	Category			Carrying	Market
	1	2	3	Amount	Value
U.S. Government Securities	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Paper	800,583	-	-	800,583	800,583
Repurchase Agreements	-	1,753,603	-	1,753,603	1,753,824
	<u>\$ 800,583</u>	<u>\$ 1,753,603</u>	<u>\$ -</u>	<u>2,554,186</u>	<u>2,554,407</u>
Investment in New Hampshire Public Deposit Investment Pool				325,481	325,481
				<u>\$ 2,879,667</u>	<u>\$ 2,879,888</u>

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1996

4. LONG-TERM DEBT

General Obligation Debt

The County can issue general obligation debt instruments to provide funds for the acquisition and construction of major capital equipment, infrastructure and other facilities. General obligation debt instruments are "direct government obligations" and consequently are a pledge of the full faith and credit of the County. General obligation debt instruments currently outstanding, and reported in the General Long-Term Debt Account Group or in the Merrimack County Nursing Home Enterprise Fund, are as follows:

<u>Purpose</u>	<u>Rate</u>	<u>Amount</u>
<u>Long-Term Debt Account Group</u>		
Jail Construction	9.25-9.30%	\$ 200,000
<u>Nursing Home Enterprise Fund</u>		
Nursing Home Equipment	6.15-6.40%	300,000
Special Care Unit	5.50-5.90%	1,200,000
		<u>1,500,000</u>
Total		<u>\$ 1,700,000</u>

Annual debt service requirements to maturity for general obligation debt reported in the Long-Term Debt Account Group and Enterprise Fund are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1997	\$ 425,000	\$ 103,387	\$ 528,387
1998	225,000	70,537	295,537
1999	225,000	57,862	282,862
2000	225,000	45,056	270,056
2001	600,000	87,000	687,000
After	-	-	-
	<u>\$ 1,700,000</u>	<u>\$ 363,842</u>	<u>\$ 2,063,842</u>

Changes in Long-Term Liabilities

During the year ended December 31, 1996, the following changes occurred in liabilities reported in the General Long-Term Debt Account Group:

	<u>1/1/96</u>	<u>Additions</u>	<u>Reductions</u>	<u>12/31/96</u>
General Obligation Debt	\$ 425,000	\$ -	\$ 225,000	\$ 200,000
Capital Lease Obligations	-	-	-	-
Compensated Absences	154,320	4,411	-	158,731
	<u>\$ 579,320</u>	<u>\$ 4,411</u>	<u>\$ 225,000</u>	<u>\$ 358,731</u>

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1996

5. PENSION PLAN

Plan Description. The County contributes to the New Hampshire Retirement System (NHRS), a cost-sharing multiple-employer defined benefit pension plan administered by the NHRS Board of Trustees. The plan provides service, disability, death and vested retirement allowances to plan members and beneficiaries. Benefit provisions are established and may be amended by the New Hampshire State legislature. The NHRS issues a publicly available financial report that includes financial statements and required supplementary information for NHRS. That report may be obtained by writing to New Hampshire Retirement System, 4 Chenell Drive, Concord, New Hampshire 03301.

Funding Policy. Plan members are required to contribute 5.0% of their covered salary and the County is required to contribute at an actuarially determined rate. The County's contribution rates for the year ended December 31, 1996 were 3.14% for Group I Employees, 2.48% for Group II Policemen, and 4.87% for Group II Firemen, as applicable. The County contributes 65% of the employer cost for police and firemen employed by the County and the State contributes the remaining 35% of the employer cost. The County contributes 100% of the employer cost for general employees of the County (if applicable).

Per RSA-100:16, plan member contribution rates are established and may be amended by the New Hampshire State legislature and employer contribution rates are determined by the NHRS Board of Trustees based on an actuarial valuation. The County's contributions to the NHRS for the years ending December 31, 1996, 1995, and 1994 were \$339,510, \$298,395, and \$270,012, respectively, equal to the required contributions for each year.

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1996

6. DEFERRED COMPENSATION PLAN

The County offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all County employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts and all income attributable to those amounts, property or rights are (until paid or made available to the employee or other beneficiary) solely the property and rights of the County (without being restricted to the provisions of benefits under the plan), subject only to the claims of the County's general creditors of the County in an amount equal to the fair-market value of the deferred account for each participant.

It is the opinion of the County that the County has no liability for losses under the plan but does have the duty of due care that would be required of any ordinary prudent investor. The County believes that it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

The plan is administered by a nongovernmental third party which provides financial data to the County annually.

1996 ANNUAL REPORT

MERRIMACK COUNTY DIRECTORY

BOARD OF COMMISSIONERS	228-0331
FAX:	224-2665

Chairman

Stuart D. Trachy
163 North Main Street, Suite 4
Concord, New Hampshire 03301

Vice-Chairman

Kenneth L. McDonnell
163 North Main Street, Suite 4
Concord, New Hampshire 03301

Clerk

Larry J. Boucher
163 North Main Street, Suite 4
Concord, New Hampshire 03301

COUNTY TREASURER	228-0331
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Charles T. Carroll
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COUNTY ADMINISTRATOR	228-0331
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Carol A. Bickert
163 North Main Street, Suite 4
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COUNTY ATTORNEY	228-0529
FAX:	226-4447

Michael Th. Johnson
163 North Main Street
Concord, New Hampshire 03301

SHERIFF	225-5583
FAX:	225-5630

Chester L. Jordan
163 North Main Street
Concord, New Hampshire 03301

REGISTER OF DEEDS	228-0101
FAX:	226-0868

Kathi L. Guay
163 North Main Street
Concord, New Hampshire 03301

NURSING HOME ADMINISTRATOR	796-2168
FAX:	796-2880

*Thomas P. Matzke
Merrimack County Nursing Home
325 Daniel Webster Highway
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